

# Facility Use Request

Minimum 48 Hour Notice Requested

Please complete legibly in pen and note any non-applicable areas with N/A

- This form must be completed in its entirety and have appropriate Ministry Department Head Approval prior to submitting for approval.
- This request is not considered valid until all appropriate approvals have been given and the request has been stamped “Approved” and a copy is returned to you.

**Request Submitted By:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

Contact Name:	Phone #:
Type of Event:	Event Date(s):
Event Time — From: _____ To: _____	Day(s) of the Week — S:    M:    T:    W:    TH:    F:    S:
Ministry Event — Yes: _____ No: _____	Event Location:
Additional Rooms Needed:	Group Size:

**Ministry Department Head Approval By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Fees apply for all Non-Riverview Ministry Events use—Please see Fee Schedule on reverse side.***

Kitchen Use Requested?	Yes: _____ No: _____	<b><i>No Items are to be removed from kitchen, unless prior approval is given.</i></b>
Childcare Requested?	Yes: _____ No: _____	<b><i>Available for Riverview Ministry Events Only.</i></b>
Sound Technician Requested?	Yes: _____ No: _____	If Yes — Hours: From _____ To _____
Audio Recording of the Event Requested?	Yes: _____ No: _____	
Video/Power Point Requested?	Yes: _____ No: _____	If Yes — Hours: From _____ To _____
Will Set-up/Take-down be Required?	Yes: _____ No: _____	
Who will be doing Set-up/Take-down?	Name: _____	Phone: _____
Will Housekeeping be Required?	Yes: _____ No: _____	
Who will be doing the Clean-up?	Name: _____	Phone: _____
Who will be in Charge of Facility Opening?	Name: _____	Phone: _____
Does Opening Person have Keys?	Yes: _____ No: _____	Have They been Trained in Opening Procedures? Yes: _____ No: _____
Who Will be in Charge of Facility Lock-up?	Name: _____	Phone: _____
Does Lock-up Person have Keys?	Yes: _____ No: _____	Have They been Trained in Lock-up Procedures? Yes: _____ No: _____

***Facility Equipment/Furnishings Needed:*** \_\_\_\_\_ *Please submit layout of set-up on reverse side or attach on separate paper.*

Item	Quantity	Item	Quantity
Chairs		Sound System	
Rectangle Tables		PowerPoint System/Screen	
Round Tables		Microphones	
Table Linens*		Extension Cords	
Piano		VCR/DVD Television Combo	
Lattice/Arch		White Board	
Podium		Easel	
Risers		Other (Please Specify)	

***\*Note: Table linens must be laundered, folded on hangers and returned within 48 hours. These must be checked out through the church office prior to taking them, and must be checked back in upon return.***

**Fees for Facility Use: Fees apply to all Non-Riverview Ministry Events and are subject to change.**

Facility Room Use:	\$ 300.00 per hour
Lawn/Patio Area:	\$1,200.00 per event
Worship Center Use:	Up to \$1,000.00 per hour
<i>Note: These rates are subject to review and adjustment by the Facilities Team, Facilities Manager, or Executive Pastor, dependent upon the Facility Use Request and to accommodate unusual circumstances.</i>	

**Fees for Facility Related Labor: Fees apply to all Non-Riverview Ministry Events and are subject to change.**

Facility Tear-down/Set-up:	\$20.00 per hour (2 Hour Minimum)
Housekeeping Services:	\$20.00 per hour (2 Hour Minimum)
Video/Power Point Tech:	\$25.00 per hour (3 Hour Minimum)
Sound Technician:	\$25.00 per hour (4 Hour Minimum)
<i>Note: Payment for Facility Use related labor should be made by check, payable to Riverview Church. The church will issue payment to those individuals as appropriate for the services rendered.</i>	

**Set-Up Diagram/Additional Comments:**

**— OFFICE USE ONLY —**

Date Request Received:	Received By:		
Approved Date:	Approved By:		
Fees Charged:	Approved By:		
<b>Fees Collected:</b>	<b>Cash:</b>	<b>Check #</b>	<b>Date:</b>
<b>Person</b>	<b>Approval Signed Off</b> (Designates request is approved and will be taken care of)		<b>Task Assigned to</b>
Facilities Manager			
Housekeeping			
Audio/Visual Technician			
Childcare Director			
<b>Key(s) Issued to:</b>	<b>Key#</b>	<b>Date:</b>	
<b>Entered on Church Calendar by:</b>		<b>Date:</b>	

**Copies Distributed:** Requestor  Master File  Audio/VisualTech  Facilities Mgr  Housekeeping  Childcare Director