



GI FREE EVANGELICAL CHURCH FACILITY USE REQUEST FORM

Date(s) Being Requested _____

Activity / Type of Event _____

Rooms Requested _____

Size of Group _____ Adults _____ Children _____ Beginning Time _____ Ending Time _____

Contact Person _____ Phone _____

Mailing Address _____

Email _____

Facilities Use - General Information

PURPOSE

GI Free believes the facilities and equipment were provided by God through His followers. Therefore, they are to be used by individuals and groups in keeping with the church's mission, philosophy and Evangelical Free Church Statement of Faith.

PRIORITIES

Priority will be gives to events and activities scheduled by GI Free ministry staff and ministry committees.

Second priority will be non-church ministry activities and meetings hosted by those within our church family (e.g. anniversaries, receptions, weddings, gift showers, etc.). Within this category, funerals will be considered a higher priority than those mentioned previously.

Third priority will be considered in the following order: like-minded community ministries, then community groups serving the basic needs of our community (e.g .food pantries, housing, etc.).

BUILDING ACCESS

A week before your event, please contact the church office to make arrangements for access to the building.

OTHER CONSIDERATIONS

- All content, publications, speakers, and other forms of communication must be fully compatible with biblical principles and Evangelical Free Church Statement of Faith
- This is a smoke free facility.
- No Alcoholic Beverages are allowed on the grounds.
- Groups and individuals assume responsibility for the access, use, and security of the facility.
- Fees do not include paper products or items from the kitchen. Coffee / cups /Napkins etc. should be provided by the event if required.
- No re punch or drinks may be served in the building (red colored spills permanently stain the carpet.)
- The church reserves the right to bump these events up to 90 days in advance if a church ministry request use of the same facility.

SET UP & CLEAN UP:

- You are responsible for your own set-up, clean-up and to reset the room to it's original layout.
- Please wipe down all tables, vacuum, empty garbage and replace can liners. Garbage goes in the dumpster on the east side of the building. Cleaning supplies are in the north hallway directly across from the kitchen.

FEE SCHEDULE

(Half day is 4 hours or less over 4 hours constitutes full day. Fees due prior to event.)

Worship Center \$450 Flat Fee (Sound & Video Projection Equipment to be our technicians \$50/ hour \$100 minimum.)

Gym or Chapel \$150/Half day or \$300/Full day.

Gathering Place \$75/Half day or \$150/Full day.

Youth Rooms \$100 Flat Fee

Classrooms \$50/Half day or \$100/Full day.

Kitchen \$75/Half day or \$150/Full day (Use of the kitchen may sometimes require our Kitchen Coordinator to be present. The need for a kitchen coordinator determined by level of need - \$75 Flat fee.

Overnight Church group: Suggest \$3 per person. Plus \$25 Janitorial/weekday or \$50 Friday or Saturday night.

Depending upon the size of event, time of day and/or day of week; additional janitorial help may require to ready the facility for regular scheduled events. **Additional janitorial** fees are \$25 per hour.