

## Middleville CRC Facility Request Form

Effective October 2020

### General Information

Group/Organization: \_\_\_\_\_ Est. # Attending: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please fill out the applicable section below to indicate the kind of event. If this is for a wedding, please consult the MCRC Wedding Policy and use the form attached.

### Funeral / Memorial

Name of person(s) \_\_\_\_\_ Minister Requested: **Y/N**

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_ Reception/Food: **Y/N**

### Single Use Application

Reason for the event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Area(s) of the church to be used: \_\_\_\_\_

### Recurring Use Application

Reason for the event: \_\_\_\_\_

Day of the Activity (circle): Monday Tuesday Wednesday Thursday Friday Saturday  
Sunday

Recurring: Weekly Monthly Other Specific Dates (fill in below)

Event Dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Area(s) of the church to be used: \_\_\_\_\_

I, representing the group/organization listed above, agree to the terms and conditions noted on the back of this form and agree to pay the fees required to use Middleville CRC's facilities. I agree to be held liable for damages to the church property resulting from this event.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Basic Facility Use Fees per Event – Subject to Change.

Area	Member	Non-Member	Charitable Org / Club
Lower Level	\$0 or donation if member cleans \$50 if janitors clean	\$75	Negotiable
Classroom / Meeting Room / Library	\$0 or donation if member cleans \$20 if janitors clean	\$25	Negotiable
Worship Center	\$0 or donation if member cleans \$50 if janitors clean	\$75	Negotiable
Whole Facility	\$100 – janitors clean	\$150	Negotiable
Funeral/Memorial	\$100 – janitors clean	\$150	N/A

	\$50 – pianist		
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Terms and Conditions

**Scheduling:** The council of Middleville Christian Reformed Church or its representatives must approve scheduling for facility use prior to the event. All non-Middleville CRC functions will require submittal of a Middleville CRC Facility Request Form prior to actual function scheduling but no less than 30 days prior to the event.

**Liability for Damages to the church property** shall be the responsibility of the person and/or organization that is submitting this request form.

**Cost:** The fees paid to the church are to help offset any additional costs associated with holding the event (i.e. utilities, waste disposal, janitor labor, supervision, etc.). Checks shall be made payable to Middleville CRC in the amount designated if your event is approved. The fee requested will be confirmed or adjusted as needed if the function is approved.

**Times:** Access to the church is available during the approved time scheduled but may also be available at times prior to the event for preparation if approved and supervised by a council member or their delegate.

**Stipulations:**

- Use only the areas that you requested on this form.
- Return all items to the places and condition you found them in.
- Shut off all lights at the end of the event except for the main entry lights and ensure that the doors to the facility are locked.
- If you adjusted the thermostat, return it to the temperature it was set at when you arrived. You may contact the pastor or janitor to request specific temperature settings.
- No alcoholic beverages are allowed in the church building or on the church premises.
- No smoking, vaping, CBD, marijuana, or illegal drug use inside the church building.
- No throwing of rice, confetti, or birdseed in the church building. Birdseed may be used outside.
- Only qualified persons shall be allowed to use the church’s worship space instruments or sound system. Please contact us in advance if you plan to use these.
- Use of candles or open flames must comply with the fire codes for the building use. Candles must be in hurricane globes if on window ledges or other precarious positions. All candelabras must have a protective cover on the floor under them. Candles must be of a dripless type.

**Food/Kitchen Use:** When food is served for an event, all food must be removed immediately following the event including items in the refrigerator or freezer. All kitchen equipment must be returned to the place from which it was taken and anyone using the kitchen must clean up before leaving. Note: This is NOT a commercial kitchen certified to make food for public consumption. Health codes must be followed.

I have read these Terms and Conditions and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This is a request form. You will be contacted by a representative of Middleville CRC if your request to use the facilities is approved. When you are contacted the exact fee required will be communicated.