

West Covina Hills Seventh-day Adventist Church ("WCHSDA")
Facility Use Reservation Request ("Request")

- Step 1:** Complete this Request and submit the \$300 Security Deposit to the WCHSDA office. Your date is NOT reserved until Step 1 has been completed.
RECOMMENDED: make an appointment with the WCHSDA office for a brief tour.
- Step 2:** Step 1 must be completed at least thirty (30) calendar days **prior to** the date of your event (only exception: funerals). If the WCHSDA Board must review your Request, more time may be required, depending on the next Board meeting date.
- Step 3:** **Within seven (7) calendar days** after you are notified that your Request is approved, you must come to the WCHSDA office to sign and date your Facility Use (One Event) Contract ("Contract") and submit one-half of the usage fees designated in that Contract.
- Step 4:** The due date for the remaining one-half of the Facility Use Fee(s) will be specified in your Contract.

Date of event: _____

Type of event (check one): Funeral Wedding (separate application required)

Other (include a FULL description of event): _____

Full name of individual responsible: _____

Your address: _____

City/State: _____ Zip Code: _____

Your telephone number: _____

Your email address: _____

FULL name of your church: _____

Event starting time: _____ Event ending time: _____

Start setting up time: _____ Time your take down/clean up ends: _____

Total hours of use: _____ **NOTE: In addition to the \$300 Security Deposit, the minimum Facility Use Fee is \$400.00 to \$750.00 for a maximum of five (5) hours of use, which includes set-up / event / clean up. Any additional time over 15 minutes of the scheduled end time will accrue a penalty of \$100.00 per hour.**

Number of people attending: _____ (estimate OK)

Number of vehicles: _____ (an estimate is OK – NOTE: the bottom level of the parking lot is not available on Sunday until 2:00p)

Check the area/rooms to be used: Sanctuary Fellowship Hall Restrooms Kitchen

* = **additional fee will be charged for:** Patio* Classrooms* (specify which rooms)

Beginners* Kindergarten* Primary* Juniors* Youth* Storage Room*

Do you need the piano? Yes No If "Yes," **you must provide you own pianist (including name and phone number):** _____.

Do you need the organ? Yes No If "Yes," **you must provide you own organist (including name and phone number):** _____.

The WCHSDA Deacon assigned to your event will provide the organ key on the day of your event.

Do you need the PA system? Yes No If "Yes," is it for the Sanctuary or Fellowship Hall ?

Do you need live streaming of your event? Yes No

Will you have multimedia needs, such as Powerpoint, movies, videos, etc.? Yes No

REQUIRED: WCHSDA Audio Visual team member to operate WCHSDA equipment

Will you need the A/C? Yes No Will you need the Heat? Yes No

OR, do you want the Plant Manager to decide, depending on the predicted weather? Yes No

NOTE: HVAC will be available **ONLY IN THE ROOMS YOU DESIGNATE on this form.** HVAC will be programmed to operate 15-30 min. ahead of your stated start time and turned off at the end time you state, unless otherwise requested on this form.

Do you need tables/chairs set up for the Fellowship Hall? Yes No

If "Yes," how many chairs? _____ How many ROUND tables? _____

How many 8-foot RECTANGULAR tables? _____

Set up options: Auditorium style, chairs only U-shape Potluck

NOTE: The **Fellowship Hall** will hold 16 round tables (each 60 inches in diameter) if you use 3 eight-foot rectangular serving tables – or 18 round tables if you use 2 serving tables. Round tables seat 7-8 chairs per table, for a total of 112-144 dining chairs in the Fellowship Hall. The maximum dining capacity of the Fellowship Hall is 144 people/chairs.

- If you require more seating, the accordion door into the **Beginners Classroom** will be opened, making room for 7-9 more round tables (for an aggregate total of 25 round tables) and 49-72 more chairs. The maximum dining capacity of the Beginners Classroom is 72 people/chairs.
- **BEFORE** moving anything in the Beginners Classroom, take multiple smart phone pictures of the classroom from every angle so that the room can be restored exactly to its original set-up.

GENERAL RULES (your Contract may specify other rules and/or requirements specific to your event).

1. The Sanctuary may only be used for sacred (non-secular) events.
2. Set up and clean-up may not be scheduled from sundown on Friday through sundown on Saturday (check with WCHSDA Office for times).
3. Decorations, posters, etc., are to be put up with removable tape only. Thumbtacks, pushpins, or anything that punctures, may only be used on the bulletin board in the Fellowship Hall.
4. A WCHSDA Deacon ("Responsible Deacon") is required to assist with your event.
5. Food and/or drinks may only be served or consumed in the Fellowship Hall and/or the Beginners Classroom (if you have paid an additional fee for that room).

6. Fellowship Hall and/or Beginners Classroom:
- a. NO RED DRINKS OR MEAT (including red meat, seafood, fish, chicken, etc.) MAY BE USED OR SERVED.
 - b. NO ALCOHOLIC BEVERAGES MAY BE USED OR SERVED.
 - c. All tables and chairs must be put away after the event. Please follow the directions on the walls (storage room) and on the bottom of the tables.
 - d. You must provide clean up immediately following your activity. Clean up includes, but is not limited to: vacuum Fellowship Hall and Beginners Classroom, clean tables/chairs, put tables/chairs away, clean kitchen counters, clean stove, mop kitchen floor, etc.
 - e. You must provide all supplies, including tablecloths (mandatory), napkins, plates, cups, eating utensils, serving utensils, dinnerware, etc. Do not use or take church supplies unless specifically approved by the WCHSDA Deacon assigned to your event.
 - f. You must provide heavy-duty trash bags (42 to 45 gallon size) for all trash accumulated by your event. The WCHSDA Deacon assigned to your event will show you where to dump your trash bags when your clean-up process is complete.
 - g. If you require use of the WCHSDA Kitchen, please provide the name and telephone number of the person responsible for planning/organizing your Kitchen use:

Name: _____ Phone: _____

- 7. The \$300.00 Security Deposit may be refundable if you comply with all of the General Rules (as decided by your assigned WCHSDA Deacon), as well as any specific rules or guidelines applicable to your event and set forth in your Contract.
- 8. The \$300 Security Deposit is forfeited (or your refund reduced) if cleaning requirements are not met and/or the carpet is soiled and needs to be cleaned. Charges made for repairs required due to any damage to the WCHSDA facilities will be charged in full to you.

Your signature: _____ Date: _____

Your printed name: _____

\$300.00 Security Deposit received by _____ on _____
Signature Date

WCHSDA Approval of this Request by _____ on _____
Signature Date