

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      \_\_\_ Other (include a

FULL description of event): \_\_\_\_\_

\_\_\_\_\_

Full name of individual responsible: \_\_\_\_\_

Name of your church: \_\_\_\_\_

Your address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Your email address: \_\_\_\_\_

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: \_\_\_\_\_

Check the area/rooms to be used:  Sanctuary  Fellowship Hall  Patio\*  Restrooms  
(\* = additional fee will be charged)  Kitchen  Classrooms\* (specify which rooms)

\_\_\_\_\_

Do you need the organ?  Yes  No If "Yes," you must provide you own organist. 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 ? Will you have multimedia needs, such as Powerpoint, movies, etc.?  Yes  No

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

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

If "Yes," how many chairs? \_\_\_\_\_ How many tables? \_\_\_\_\_

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

**There are 16 - 18 round tables available, each 60 inches in diameter. Round tables fit 8 chairs to a table, for a total of 144 chairs. The Fellowship Hall will hold 16 round tables if you use three 8 foot rectangular serving tables - or 18 round tables if you use two serving tables.**

**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. 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.
3. Your Contract will provide you with the name and telephone number of the WCHSDA Deacon assigned to your event.
4. Food and/or drinks may only be served or consumed in the Fellowship Hall.
5. Fellowship Hall:
  - 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 the activity. Clean up includes, but is not limited to: vacuum carpets, 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 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.
6. 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.
7. 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 \_\_\_\_\_

[Rev 01-20-2019]

Signature

Date