



EVENT REQUEST FORM

Complete this form and return it to the office for staff discussion and approval.
After approval the event will be placed on the church calendar.
Some requests will differ.

Title of Event: _____

Date of Event: _____ Event Time: _____

Event Coordinator & Phone #: _____

Co-Coordinator's _____

Location of event? _____

Set-Up Helpers: _____

Clean-Up Helpers: _____

**You are responsible for clean-up of all areas used immediately after event, including items used or stored in the kitchen.*

Do you need to use the church's music instruments, sound, video, or other tech equip? _____

Who are you targeting with this event? *(Everyone, men, youth, couples, etc.)* _____

Is this a one-time request, weekly, monthly, or other? _____

Are you expecting to use church funds to pay for any items for this event? _____

Announcement should say something exciting like... *(give good details for adequate communication)*

**No announcements will be made for events that are not church sponsored. You are responsible for invitations to others if you wish to invite the entire church to your event.*

Please read and sign the Building Use Policy on the back of the form.
Requests will not be approved without it.

~~~~~ STAFF USE ONLY ~~~~~

Approved: YES NO Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments: \_\_\_\_\_



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E-MAIL: office@freedomchapel.org

**Freedom Chapel**  
**Building Use Policy**  
Effective Date:

1. The building known as Freedom Chapel is for the use of its members and regular attendees only.
2. Use of the building will be at the discretion of the Pastor(s) and/or Board Members.
3. Persons needing to use church owned musical instruments, sound, video or technical equipment for the scheduled event shall request such use through the church office.
4. No alcoholic beverages are to be used on the premises. There shall be no smoking in the church building.
5. Any broken or damaged equipment or furniture must be compensated for, or replaced with a duplicate item.
6. All kitchen users are responsible for the laundry and prompt return of any linens used from the kitchen supply. No food, dishes, decorations, etc., shall be left on the counters of the kitchen.
7. All lights should be turned off following the event as well as doors locked. If air conditioning or heat is adjusted, readjust it to its original setting. If coffee pots, stoves or ovens are turned on, assure that they are turned off before you leave.
8. The person requesting use of the building is responsible for cleaning of all rooms used and leaving the facility better than you found it.

The person requesting use of the building must sign the Building Use Agreement Form and return it to the church office 14 days prior to the event. The person requesting use of the building is responsible for damages.

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