

Orchard Hill Church—Request for CHURCH FACILITIES

Organization/Event: _____ Today's Date: _____

Date of Event: _____ Date of first session: _____
 One-time use Weekly Monthly Date of last session: _____

Event Time: Begins: _____ a.m. p.m. Ends: _____ a.m. p.m.

Total Time needed (include set-up and clean-up):
 From: _____ To: _____ Group Size: _____

Adult Contact Person: _____
 Address: _____
 Phone: (home) _____ (work) _____
 E-mail: _____

Staff Contact Person: _____

This Event is (check one) Ministry Community School Personal

<input type="checkbox"/> Rooms (Please use only the rooms you have reserved): _____ Room # _____ _____ Room # _____ _____ Room # _____ _____ Room # _____	<input type="checkbox"/> Community Center (#170): <input type="checkbox"/> East Half <input type="checkbox"/> West Half Note: Community Center may only be reserved 60 days in advance.	<input type="checkbox"/> Vehicle / Trailer <input type="checkbox"/> 15-P Van <input type="checkbox"/> Nissan Truck <input type="checkbox"/> Other _____
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*****Please note: Even though you have reserved a specific room, your event might be moved to another room.

Fees: Personal Events - Community Center:
 \$25 Custodial Fee (allows for use of lights & sports equipment only) _____
 \$500 - All Other Personal Events _____

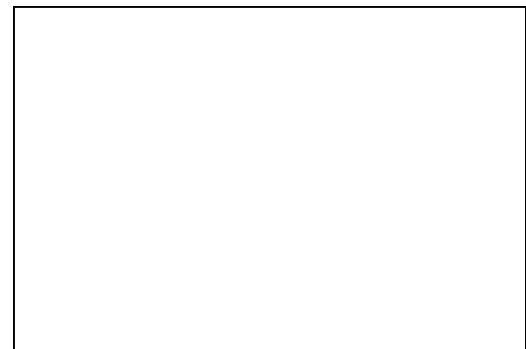
Fees: Personal Events - Other Rooms:
 \$25 Custodial Fee + \$10 for each additional room. _____
 \$25 Lights - Name of approved person: _____
 \$25 Sound - Name of approved person: _____
 \$25 Computer - Name of approved person: _____

TOTAL DUE: _____

Set-up Instructions: _____

Diagram for Room # _____

- We will be using:**
- | | |
|--|---|
| <input type="checkbox"/> Round Tables: # _____ | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Long Tables: # _____ | <input type="checkbox"/> Easel for paper |
| <input type="checkbox"/> Chairs: # _____ | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> TV | <input type="checkbox"/> Video Projector |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Basketball Hoops |
| <input type="checkbox"/> Lighting System | <input type="checkbox"/> Volleyball Equipment |
| <input type="checkbox"/> Computer/Projector | <input type="checkbox"/> Exercise Equipment |
| <input type="checkbox"/> VCR/DVD Player | <input type="checkbox"/> Music Stands |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Other _____ |



Signature (Required) _____ **Approved** _____
 (must be signed by a person at least 21 years of age)

Important Things for You to Know

1. The general mission of an organization or group should be compatible with the mission of Orchard Hill Church.
2. No tobacco, alcohol, drugs or weapons on Orchard Hill property—inside or out.
3. Please make sure the participants are not intoxicated or high— don't hesitate to send someone home or refuse admittance.
4. Must be well chaperoned by adults (age 21 or older)—at least one adult per 10 students/ children. Note: Chaperones are responsible for what happens both inside and outside the building.
5. Music played by live bands, or recordings, must not contradict the Christian morals and values that Orchard Hill represents (contact Pat Oehler with questions).
6. During live performances, one person should be watching the stage performance, conduct and lyrics at all times.
7. No loud music or noise- inside or outside- after 10:00 p.m. on Friday or Saturday nights (9:00 p.m. on week nights); Also, no bright lights after 9:00.
8. Use only the rooms you have reserved. Children must be well-supervised and not allowed to be in areas that have not been reserved by you.
9. Cancel in advance any rooms you will not be using, or if your event is canceled, notify the office.
10. Rooms may not be used for personal or business profit (no admission fees for personal or business profit).
11. Each group should clean up and leave the facility as good as they found it.
12. All should be respectful of Orchard Hill property.
13. The church reserves the right to refuse use to those who break these rules.
14. An adult must sign this form and in advance.
15. Even though you have reserved a specific room, your event might be moved to another room.

If you are having any problems with the facility, with other parties, or with unruly participants, please do one of the following:

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|--|---------------------------------|
| a. Check the church for a staff person | d. Call Dave Bartlett, 290-4749 |
| b. Call Erik Blanchard, 230-4847 | e. Call Doug Tensen, 266-2093 |
| c. Call Pat Oehler, 268-6381 | f. Call the Police at 911 |