

LIGHTHOUSE COMMUNITY CHURCH

ROOM/FACILITY RESERVATION FORM

Please return form to the Secretary

General Information:

Applicant Name: _____ **Date:** _____
Phone: _____ **Email:** _____

Event Information:

Event: _____ **Date:** _____
Event Start Time: _____ **Event End Time:** _____

- Facilities can only be rented to members of Lighthouse Community Church. The applicant of this form is the contact person as well as the responsible party. Applicant may not reserve facilities for family members or friends unless the applicant is present and responsible during the event.
- Wedding rentals have a separate reservation request form. Please see the Facilities Director for reservation form.
- *Facility rentals available Monday-Friday 8am-9pm, Saturday 8am-5pm. Sunday by special request to be reviewed.*

Rooms Requested

<u>Room</u>	<u>Cost (up to 6 hours)</u>
<input type="checkbox"/> Genesis Room	\$50
<input type="checkbox"/> Conference Room	\$50
<input type="checkbox"/> Worship Center	\$100 *See Note 1
<input type="checkbox"/> Kitchen (no cooking)	\$25
<input type="checkbox"/> Kitchen (cooking)	\$100 *See Note 2
<input type="checkbox"/> Classroom (each)	\$25
<input type="checkbox"/> Nursery	\$50
<input type="checkbox"/> Narthex	\$50
<input type="checkbox"/> Gymnasium-open gym	no charge *See Note 3
<input type="checkbox"/> Gymnasium-tables/chairs for event.	Not to exceed \$150 *See Note 4

CUSTODIAN WILL CONTACT YOU FOR SETUP DETAILS!

*Note 1: This fee does not cover A/V technicians. If the screen or sound system will be needed a fee of \$30/hr per technician needed not to exceed \$100 per technician in an 8 hour rental. AV technician must be a trained LCC AV technician. Chairs are not to be moved without permission and may require additional fees for setup.

*Note 2: The kitchen may not be used for cooking unless the applicant has been trained in usage of the fire suppression system. Please ask for more information if interested.

*Note 3: If gymnasium is to be used for an "open gym" without food or set-up, no charge will be requested but user is asked to please follow the check-list in the gym before leaving.

*Note 4: This rental fee is to be determined depending upon amount of set-up and tear-down needed, whether food will be served, as well as time frame needed. The usage of this room is so varied that a fee will be discussed and agreed upon by the person requesting usage and the Facilities Overseer.

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Terms and Conditions:

General: Lighthouse Community Church property is to be used to bring glory to Jesus Christ. All persons must obtain approval in advance to use any LCC property. Please fill this form out completely and turn in to the Secretary. You will be notified upon approval of your request. All fees will be remitted to the Secretary.

Fees: The previously stated fees cover cleaning/tear-down and set-up of any rooms as well as heating/cooling of spaces and cleaning of all used bathrooms.

Approval: An approved request is a license to use LCC property as requested in accordance with LCC policies, all applicable laws and conditions. LCC reserves the right to deny or revoke any approved request at any time. Any authorized person (Elder/staff) may revoke a use license at any time if it is deemed that LCC's property is not being used to bring glory to Jesus Christ.

Furnishings: LCC's furnishings, equipment or property may NOT be removed from the building or grounds without prior approval. Moving or relocating any church furnishings must be authorized prior to moving.

Decorations: LCC displayed items may not be taken down without permission. Only hanging devices which are not permanent and do not cause damage or marking may be used to hang decorations if prior approval is obtained. NO GLITTER may be used.

Food: Ottawa County Health Department Food Service Regulations and Michigan Food Law must be followed when applicable.

Indemnification: For all non-ministry events, the applicant shall defend and hold LCC harmless from and indemnify LCC against any claim, loss, expense, or damage arising out of or in connection with the Applicant's use of LCC property and any act or neglect by the Applicant or its agents, employees, invitees, or guests. LCC reserves the right to choose its legal counsel at the Applicant's expense.

Other requirements: No alcoholic beverages are allowed on LCC property. No smoking/vaping inside LCC property. No animals allowed inside LCC property, however individuals needing service/assistance dogs for medical purposes must have prior approval.

The undersigned agrees to the above terms and agrees to pay the required fees as specified.

Applicant's Name (please print)

Today's Date

Applicant's Signature

FOR LIGHTHOUSE USE ONLY

Request Received By: _____

Date: _____

Request is **APPROVED** **NOT APPROVED**

FEES TOTAL: _____

NOTES: