

REQUEST FOR USE OF FACILITIES
Round Rock Christian Church (Disciples of Christ)
22 Chalice Way, Round Rock, TX 78664

Using Organization: _____

Mailing Address: _____

Telephone Number: _____ **Alt.** _____

Contact Person: _____

Address: _____

Area of Facility to be used: Sanctuary _____
Fellowship Hall _____
Classroom _____
Kitchen _____
Picnic Area _____

Instrument to be used: Piano _____ Organ _____ None _____

Date of use: _____ **Time of use:** _____ to _____

Cost for usage: _____ **Time of use:** _____ to _____

Damage Deposit (\$50): Paid _____ Waived _____
(By initials)

Key Deposit (\$25): Paid _____ Waived _____
(By initials)

Note: Reservation of facility requires 2 weeks notice. Key Deposit may be waived if Damage Deposit is paid. Requestor named above agrees to repair or replace any damage to the church property which results from use of the facilities.

Organization Representative Date

Senior Minister Date

Trustee Date

Admin Team Property Liason Date

Date placed on Calendar Church Secretary

**PRINCIPLES AND STANDARDS CONCERNING USE OF FACILITIES
OF ROUND ROCK CHRISTIAN CHURCH (Disciples of Christ)**

Users of the facility must agree to the following rules of use for buildings, equipment and grounds:

1. Parking shall be only on the paved areas provided for parking. Any litter or trash dropped during use shall be removed at the conclusion of the use of the property.
2. Request for use of any property should be made at least 2 weeks in advance with the church secretary. If facilities are to be used during non-staffed hours prior arrangement for key checked out must be made..
3. The using group shall be responsible for setting up its own room and for returning that room to its original order before leaving.
4. The using group shall make sure that all windows and doors in the space used are closed and properly secured before leaving.
5. The using group shall make sure that all lights, heating/air conditioning, and other appliances in the space used are turned off at the conclusion of the planned activity.
6. When activities are held on Saturdays, the group shall make sure that the facility is ready for church school and worship services the following morning.
7. The facilities of the church are for the worship of God; therefore, smoking, use of alcoholic beverages, or use of profane language will not be allowed (Use of champagne may be allowed with advance approval of the Senior Minister).
8. Cost of using facilities is as explained in Appendix A, B, or E, as appropriate. There will be a damage deposit of \$50, or a key deposit of \$25. Either one, but not both, may be waived with the approval of the Senior Minister, or the Property Chairman.
9. No tacks, nails, or any type of tape shall be placed in any part of the buildings. No decorations shall be used that deface any board placement, etc.
10. A copy of this Facilities Use Policy is to be given to each group permitted to use the facilities. Also a Facilities Use Request form is to be signed by the responsible party prior to use

CHECKLIST

- _____ All areas utilized are clean and restored to order as found.
- _____ Heating/Air Conditioning units all checked and turned off.
- _____ Sound System is turned off.
- _____ All lights are turned off.
- _____ All doors and windows are closed and locked.
- _____ ALL KEYS returned.