

APPLICATION FOR USE OF CHURCH FACILITIES

First Evangelical Free Church of Colorado Springs

*This facility will be used for the glory of God.
Primary use includes worship, outreach, discipleship, or Christian fellowship.
Use for other purposes will be considered as time and space are available.*

Group Name: _____ Date: ___ / ___ / ___
(Please attach your group's purpose or Mission Statement)

Name of Person Making Request: _____

First Evangelical Free Church Status: Member ____ Regular Attender ____ Non-Attender ____

Group Contact Information:

Name:

Address:

Phone: _____ Email: _____

Date(s) and Times of Use of Facilities: _____

Facility Rooms Requested: _____

Number of Persons in Group: _____

Important Information:

1. Each group is responsible to provide their own amenities and technical personnel.
(If you need assistance with these, a fee will be assessed accordingly).
2. You are responsible to leave the facility as you found it.
3. Church use applications need to be updated and approved on a yearly basis.
It is the applicant's responsibility to renew promptly.
4. The applicant is responsible for unlocking and locking the facilities. See the LOCKING
PROCEDURE list on the reverse side. Please review that procedure and be comfortable
with it before you need to use it.

I have read and agreed with the above stated requirements, and agree that the required fees will be paid as requested.

Signed: _____

Address and Phone (if different from above): _____

The Trustee Team reserves the right to terminate this agreement at any time.

Emergency Contact: Trustee Team, 634-3144

Trustee Team Approval: Yes _____ **No** _____

** Fee Class: _____ (church use only)

Class A: \$0 - \$20.00

Class B: \$21.00 - \$50.00

Class C: \$51.00 +

** The fee charged is not for use of the facility, but for any set up or clean up involved, and is to be determined at the discretion of the Trustee Team.**

CHURCH LOCKING PROCEDURE

1. Clean all areas used. Please take food trash out to the dumpster and replace liners.
2. Return all equipment to its correct location.
3. Make sure that the church is empty and lights are off by walking all hallways.
4. Turn off all lights except the sanctuary cross. (Pay special attention to the bathrooms.)
5. Check and close the windows in all of the rooms used. Pay special attention to the GYM.
6. Check and close all exterior doors, making sure they lock adequately. Make sure both the upstairs and downstairs exit door push bars are locked and set the red door lock over the downstairs exit doors.
7. Set the alarm by the lower back door. It will show 2 green lights when you are clear to set it and it will beep when properly set. You have 30 seconds to exit the back door after setting the alarm.