



Facilities Use Request

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Activity _____ Date Requested _____

Recurring Meeting? _____ Yes _____ No _____ Every _____ Until _____

Room(s) Requested _____ Time Requested from _____ to _____

Size of Group: Adults _____ Children _____ Is Nursery Needed? _____ Yes _____ No _____

Contact Person _____ Phone _____

Mailing Address _____

Email address: _____

Other Comments: _____

Special Equipment Needs *(check any that apply)*

- Overhead Projector
- TV & DVD
- Piano
- Video Technician
- Screen
- Podium
- Sound Technician
- Other

Set Up & Clean Up . . .

Custodians are not available for set-up or clean-up, you will be responsible for your own room set-up, clean-up and to reset the room to it's original layout. Extra tables & chairs are in Room 125.

After your event is over, please wipe down tables, vacuum, empty garbage (put in dumpster on east side of building), replace garbage can liners, and reset room to original configuration.

Cleaning supplies are located in the north hallway, directly across the hallway from the kitchen.

Building Access . . .

A few days before your event, please contact the church office to make arrangements for keys, if necessary.

Additional Information . . .

Please see the back of this sheet for additional information.

For Office Use Only

\$ _____ Fees Received \$ _____ Fees Due

Approved by _____ Date _____

Not approved/Reason(s) _____

Special Instructions _____

Facilities Use

General Information

Purpose. . .

Our church family feels that the facilities and equipment of the Grand Island Evangelical Free Church were provided by God through God's followers. As a result, we would like for them to be used only by groups and individuals that are compatible with the church's mission and philosophies.

Priorities. . .

1st priority for facility use will be given to scheduled events and activities scheduled by GIEFC ministry staff and ministry committees within our congregation.

2nd priority will be non-church ministry activities and meetings. (e.g. anniversaries, receptions, community groups, weddings, etc.)

How to Schedule Events. . .

1. Contact the church office to see if the date being requested is available.
2. Submit a "Facility Use Request" form (see reverse) along with the appropriate payment.
3. This form will be reviewed by a committee which meets weekly.
4. Once approved, the event will be officially placed on the church calendar (*see additional considerations below*) and the event's contact person informed.

A Few Rules . . .

Furniture in the Gathering Place cannot be rearranged or taken to a different location.
Groups should use only the pre-approved rooms.
If your group is using the kitchen, please be aware that if another event is schedule the same day, you may be asked to share the kitchen.
You will need to bring your own paper products (plates, napkins, plasticware, etc.), coffee, tea, etc.
No colored (red, blue, orange, etc.) punch or drinks (may be served in the building (red colored spills permanently stain the carpet).
No smoking is allowed in the facility.
No alcoholic beverages are allowed on the church property.
Please turn off lights & lock doors when you leave.

Additional Considerations . . .

When approved, all events (except weddings) will be placed on the church calendar; however, the church reserves the right to bump these events up to 90 days in advance if a church ministry requests use of the same facility.

Groups and individuals assume responsibility for the access, use and security of the facility.

Current Fee Schedule

(for non-attenders & non-church ministry activities)

Worship Center	\$300 flat fee
<i>Sound & video Projection Equipment, only to be operated by our technicians - \$25/hour, \$50 minimum</i>	
Gym or Chapel	\$150 flat fee
Gathering Place	\$40/half day or \$70/day
Nursery	\$25/half day or \$45/day
Kitchen	\$60/half day or \$90/day
Overnight Church Groups	\$.2/person, \$25/minimum
Additional Janitorial	\$15/man hour, \$50 minimum

- Send completed form to Church Office, along with necessary payment -
Grand Island Evangelical Free Church
2609 S. Blaine Street
Grand Island, NE 68801
308-382-1898 - Fax 308-382-1292