

Orchard Hill Church - Request for CHURCH FACILITIES - CEDAR FALLS

Please print. Fill out ALL information. See required guidelines and important information on Page 2.

EVENT INFORMATION

Event: _____ Organization: _____ DATE filling out form: _____

One-time Use Date of Event: _____ Day of the Week: _____
 Weekly Bi-Weekly Monthly Multiple Dates Date of 1st session: _____
Date of last session: _____

Event Begins: _____ am / pm Event Ends: _____ am / pm GROUP SIZE: _____

Total Time Needed (include set-up & clean-up): From: _____ am / pm to: _____ am / pm

This event is (check one): Ministry Community School Personal (see below for fees)

Are children going to be in the building? NO / YES If yes, they **MUST** have adult supervision in a reserved room.

ROOM(S) REQUESTED (Please use ONLY the rooms you have reserved): **VEHICLE(S) REQUESTED:**

<u>Room #</u>	<u>Description</u>	<u>Community Center (170E / 170W):</u>	<u>Vehicle / Trailer:</u>
_____	_____	<input type="checkbox"/> East Half	<input type="checkbox"/> 15-Passenger Van (Ford)
_____	_____	<input type="checkbox"/> West Half	<input type="checkbox"/> 15-Passenger Van (Chevy)
_____	_____	Note: Community Center may be reserved 60 days or less in advance.	<input type="checkbox"/> Chevy Truck (Tan)
_____	_____		<input type="checkbox"/> Dodge Truck (Maroon)
_____	_____		<input type="checkbox"/> United Trailer (Dark Gray)
_____	_____		<input type="checkbox"/> _____

*******Please note: Even though you have reserved a specific room, your event might be moved to another room.*******

RESOURCES NEEDED:

<input type="checkbox"/> Round Tables: # _____	<input type="checkbox"/> TV/Cart	<input type="checkbox"/> Lighting System
<input type="checkbox"/> Long Tables: # _____	<input type="checkbox"/> DVD <input type="checkbox"/> BluRay	<input type="checkbox"/> Basketball Hoops
<input type="checkbox"/> Chairs: # _____	<input type="checkbox"/> Laptop	<input type="checkbox"/> Volleyball Equipment
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Sound System	<input type="checkbox"/> _____

FEES for Personal Events:

Rooms:

<input type="checkbox"/> \$35 Custodial Fee +\$15 for each additional room	\$ _____
<input type="checkbox"/> \$75 Lights — Name of approved person (_____)	\$ _____
<input type="checkbox"/> \$75 Sound — Name of approved person (_____)	\$ _____
<input type="checkbox"/> \$75 Computer — Name of approved person (_____)	\$ _____

Personal Events - Community Center:

<input type="checkbox"/> \$50 Custodial Fee (allows for use of lights & sports equipment only)	\$ _____
<input type="checkbox"/> \$500 — All other personal events	\$ _____

TOTAL DUE: \$ _____

YOUR INFORMATION:

Name: _____ E-Mail Address: _____

Phone: _____ OHC STAFF CONTACT PERSON: _____

SIGNATURE (Required - Must be at least 21 years of age to sign): _____

Office Use Only: Staff Contact Approval (Initials): _____ Approved: Kyler _____ / Pat _____ Core

Cash: _____ Check #: _____ Pushpay _____ Date: _____ Rev. 5/25

Important Things for You to Know

To make a reservation, please complete the front side of this form and return with payment to the office for approval. You may fax Page 1 to OHC at 319-277-3296, or email to info@orchardhillchurch.org. Call the church office at 319-266-9796 with questions.

The following guidelines **MUST** be followed:

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 participants are not intoxicated or high - send them home or refuse admittance.
4. Music played by live bands, or recordings, must not contradict the Christian morals and values that Orchard Hill represents (contact Pat Oehler with questions).
5. No loud music or noise, inside or outside, after 9:00 pm on weeknights, or 10:00 pm on Friday or Saturday nights. No bright lights after 9:00.
6. Use only the rooms you have reserved. Children must be well-supervised by an adult and not allowed to be in areas that have not been reserved by you.
7. Notify the office if your event is cancelled or you need to add or delete rooms from you reservation.
8. Rooms may not be used for personal or business profit (no admission fees for personal or business profit).
9. Vehicles are for church/ministry use only.
10. Each group should clean up and leave the facility as good as they found it.
11. All should be respectful of Orchard Hill property. Any damage to the church or church property should be reported to the church office as soon as possible.
12. The church reserves the right to relocate your event if/when a new ministry event arises. (ex: funerals). In rare cases, an ongoing event may need to be cancelled for that day/week.
13. An adult, 21 years of age or older, must sign this form in advance of your event. **The signature represents the agreement of this organization to adhere to the guidelines listed. Failure to adhere to the guidelines could result in the termination of this and all future reservations.**

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

Check the church for a staff person
Call the church office (daytime), 319-266-9796
Call Pat Oehler, 319-939-5370
In case of emergency, call 911