

**Facility Use Request Form**  
**For**  
**Ministries *Within* North-Mar Church**  
phone:330.856.3496 fax:330.856.7316

**Date(s) of Function:** \_\_\_\_\_  
**Ministry Requesting Use:** \_\_\_\_\_  
**Facility Use is For:** \_\_\_\_\_  
**Contact Person's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Start Time of Function:** \_\_\_\_\_ **End Time of Function:** \_\_\_\_\_  
**Set Up/Decorating Time:** \_\_\_\_\_ (time you will be coming in for special set up or decorating of your event)

**Number Attending Function:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_ **Simpson Center/Gym** \_\_\_\_\_ **Fellowship Hall** \_\_\_\_\_ **Kitchen**  
\_\_\_\_\_ **Sanctuary** \_\_\_\_\_ **Entire Building** (SC, FH, K & all class rooms)

**Classrooms:** \_\_\_\_\_  
\*\*Indicate on the line above which rooms you will be using. Please give room letter and number.....examples:D1, D2, D3 or all D rooms or 3<sup>rd</sup> floor (if using an entire floor).

**Equipment:**

**Chairs:#** \_\_\_\_\_ **Tables:#** \_\_\_\_\_ **round** (seats 8-12[for use in Simpson Center only]) 18 available  
# \_\_\_\_\_ **round** (seats 6-8 [for use in Fellowship Hall only]) 8 available  
**Room dividers:** \_\_\_\_\_ # \_\_\_\_\_ **8' long** – for seating (seats 10)  
# \_\_\_\_\_ **8' long** – for food/beverage service or other

\*\*If you require a specific set up for tables, chairs or equipment please provide a simple diagram below, otherwise the usual set up will apply. We will do everything possible to set up room to your specifications, however, room space may prohibit certain requests.

**Audio Visual Equipment:**

\_\_\_\_\_ **TV/VCR/DVD** \_\_\_\_\_ **Video Projector** \_\_\_\_\_ **Overhead Projector** \_\_\_\_\_ **Media Cart with**  
\_\_\_\_\_ **Screen** \_\_\_\_\_ **Sound System** \_\_\_\_\_ **Microphones** \_\_\_\_\_ **Lap top**  
\_\_\_\_\_ **Extension cords** \_\_\_\_\_ **White Board and Markers**

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If specific room set up is required provide a simple diagram in this space.

**Policies for use of building:**

1. All groups using the facilities of North-Mar Church will treat the church facility courteously and with respect. Your group is expected to leave the facility clean—if not cleaner than when you started your function.
2. All groups using the kitchen are responsible to clean it thoroughly. All dishes, cookware, coffee/hot water pots, trays, stove, sink and counter tops are to be thoroughly cleaned and put back in their proper places. Utensils are to be thoroughly rinsed and put in the dishwasher. Your group is also expected to launder dish cloths, towels and aprons and return them to the kitchen within one (1) week
3. Facility use form must be filled out and returned two (2) weeks prior to the date of your function.
4. If your function is a food related event being organized by the Fellowship Director, final guest numbers must be confirmed one (1) week prior to date of function.
5. Any changes to your event must be made one (1) week prior to date of function.
6. Open candles are NOT permitted—candles are permitted only with glass covers.
7. NO smoking is permitted in the church.
8. NO alcoholic beverages are permitted on the property.

I, \_\_\_\_\_, have read and hereby agree to and accept all policies of  
(name of ministry leader)  
North-Mar Church for my ministries use and we will abide by them.

Signed by: \_\_\_\_\_  
(Signature of contact person)

\_\_\_\_\_  
(Ministry)

***Please complete this facility use form and return it to the church office no later than two (2) weeks prior to your ministries function.***