

**FACILITY USE &
EVENT CHECKLIST**
River of Life Church

Date	Today's Date _____ <i>Note: Our staff reviews scheduled calendar events semi-annually. For internal planning & communication, all requests will need to be resubmitted every 6 months. Thank you</i>
Contact	Name Cell: Email:
Organization	Business Name Work Phone:
Event	<u>Please Check All That Apply:</u> <input type="checkbox"/> All Church Event <input type="checkbox"/> Ladies Event <input type="checkbox"/> Men's Event <input type="checkbox"/> Personal Use <input type="checkbox"/> Seniors <input type="checkbox"/> Special Occasion <input type="checkbox"/> Weekly Group Event <input type="checkbox"/> Youth Will there be food? Please provide details:
Event Info	Date(s) of Event: Day(s) of Week: Sun / Mon / Tue / Wed / Thur / Fri / Sat # Of People Attending: Set-Up Time: Start Time: End time: Clean Up Time:
Childcare	<input type="checkbox"/> YES There will be childcare provided <input type="checkbox"/> NO There will be no childcare provided Please check ages that apply: <input type="checkbox"/> Infants <input type="checkbox"/> Toddlers <input type="checkbox"/> Pre-K – K <input type="checkbox"/> Other <i>ROL Events: Our guidelines require that events with provided childcare must have 2 adults supervision with approved background checks retained at ROL office.</i>
Security	<input type="checkbox"/> YES Security would be helpful <input type="checkbox"/> NO Our event does not need security <i>Note: Our security team are volunteer based; we cannot guarantee security. We will endeavor to assist each event as needed.</i>

FACILITY USE REQUEST CONTINUED

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<p>Facility Usage</p>	<p>Check Rooms Needed:</p> <ul style="list-style-type: none"> ◇ Family Center Classrooms ◇ Family Center Gym ◇ Kitchen ◇ Lobby ◇ Nursery ◇ Worship Center <p><i>Note: Kitchen supplies are for River of Life events only. Outside groups / All Events will provide their own supplies for their event.</i></p>
<p>Equipment</p>	<p>Check Equipment Needed: How Many #</p> <ul style="list-style-type: none"> ◇ Chairs ◇ Tables ◇ Trash Cans ◇ LIST Sound Equipment Needed: <p><i>Note: ROL does not guarantee a Tech person is available for every request. Our staff will notify the Tech Team when sound is requested. A service fee may apply for time provided.</i></p>
<p>Event Cost</p>	<p>Internal Events: Donations are accepted for cleaning and usage</p> <p>Outside Groups / Events: Event contact will receive a list of cost(s) based on facility usage with approval of Event DATE / TIME.</p>
<p>Wedding Info</p> <p><i>Rehearsal & Wedding - Separate Facility Use Forms are required</i></p>	<ul style="list-style-type: none"> ◇ Wedding Date: ◇ Wedding Coordinator: ◇ Premarital Counseling is required; please provide dates: ◇ Pastor / Counselor ◇ Cell# ◇ ROL Pastor Approved / Date
<p>Insurance – Special Events</p>	<p>Events Not Hosted by ROL: Each group will provide their current liability policy. Printed or Electronic information must reveal details of sufficient coverage. Proof of insurance must be provided before the event, which ensures liability coverage for the organization while using River of Life Campus & Facilities. <i>*Members may be exempt depending on event details</i></p> <p>Liability Carrier:</p> <p>Policy Number:</p>

<p>REVIEW <i>Facility Guidelines:</i></p> <p>Please Sign</p>	<ul style="list-style-type: none"> ◇ All rooms / equipment shall be returned to the same or better condition before the event. ◇ No tape, pins, nails, screws shall be allowed on the walls or ceiling unless approved by the Trustees. ◇ Use of products that contain latex balloons, gloves, etc. are prohibited in the facility. ◇ All events hosted by ROL will have scheduling priority. Based on availability, ROL obtains the right to refuse events that do not agree with ROL priorities & guidelines. ◇ REMOVE ALL TRASH AND PLACE IN DUMPSTER FOLLOWING THE EVENT. ◇ Based on event size, number of people, and equipment there may be a 1) Cleaning Deposit; 2) Damage Deposit required. Refund amount is based upon facility returned to its original condition. <p>I have read and agree to the above: _____</p>
<p>Office Use Only</p>	<ul style="list-style-type: none"> ◇ Master Calendar: Including Pastor(s) Calendar ◇ Trustees: Facility Usage / Any Advance Prep / Equipment Needed ◇ Elders: Board Chair or Board when necessary ◇ Deacons: Kitchen / Special Events ◇ Insurance on file / Donation fee / Damage deposit ◇ Appropriate Leaders Informed: Signature_____ ◇ Communicate with Contact Person / Any PR details
<p>Internal Review: <i>Following the Event</i></p>	<p>Upon completion, I inspected the facilities to ensure no damage has incurred:</p> <ul style="list-style-type: none"> ◇ Satisfactory ◇ Damage reported: <p>Signature: _____ / Staff or Trustee Date: _____</p> <p>Signature: _____ / Staff or Trustee Date: _____</p>