

# The Gateway Church

## Request for Use of Building

**NOTE: YOUR EVENT WILL NOT GO ON THE MASTER CALENDAR UNTIL THIS FORM IS TURNED IN AND ANY REQUIRED DEPOSIT HAS BEEN PAID.**

**All fees must be paid in full at least 7 days prior to the event.**

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City, State Zip Code

Event: \_\_\_\_\_

Activity	Date	Time (begin/end)	Time bldg. to be opened	Time bldg. vacated
Event:				
Rehearsal:				
Decorating:				

### ROOMS NEEDED

<b>Gateway Kids Area (Fellowship/Classrooms)</b>	
<input type="checkbox"/> Gateway Kids Room <small>(Dining capacity 40-50)</small>	<input type="checkbox"/> Toddler
<input type="checkbox"/> Nursery	<input type="checkbox"/> Pre-K
<input type="checkbox"/> Sanctuary (250 max cap.)	<input type="checkbox"/> Kitchen

### TECHNICIANS NEEDED

Sanctuary:	Sound _____	Clear Platform _____	Projection _____
Gateway Kids Area:	Sound _____	Clear Required Rooms _____	Projection _____

### ITEMS NEEDED

# Tables _____	# Chairs _____	Podium _____	Sound* _____	Audio* _____	Video* _____
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**SET UP AND TEAR DOWN ARE THE RESPONSIBILITY OF THE USER**

**(NON-ATTENDERS WILL BE REQUIRED TO USE A CHURCH REPRESENTATIVE TO SET/RESET AREAS - SEE FEE SCHEDULE)**

**PERSON RESPONSIBLE FOR RESTORING ROOM BACK TO ORIGINAL CONDITION**

Name: \_\_\_\_\_ Cell No.: \_\_\_\_\_

### **IMPORTANT REGULATIONS**

1. A cleaning deposit of \$75 (separate check from rental fees) is required for all non-church events. (i.e. Weddings, Showers, Funerals)
2. Room(s) is(are) to be requested and reserved at least 10 days in advance (subject to availability on church master calendar) and will be on a first come first serve basis.
3. If the renter is not a regular attender of The Gateway Church, or if the size of the function determines that everything in the room must be removed, a church representative will be assigned to remove everything and set church's furnishings that are to be used; this will be at an additional fee (See fee schedule). The church representative will also be responsible for returning these objects and resetting the room.
4. For regular attender's smaller events, it is the responsibility of the person who has reserved the room to set up tables, chairs and their own decorations for their function. This same person is responsible to return tables & chairs to their original location, remove all decorations and make sure the room is clean and returned to the condition (or better) and configuration as they found it.
5. If you will need more tables and chairs than what is already available, you will need to rent them from an outside source.
6. No FOOD or DRINKS in the SANCTUARY. Unless sanctuary is rented for the express purpose of an event that includes food.
7. No punches or drinks that contain **RED DYE** are allowed anywhere on the premises.
8. Only The Gateway Church Sound Technicians are allowed to work the sound board, or move sound equipment and instruments from platform in the Sanctuary and Gateway Kids Area. If you will need a sound technician for your event, we will secure a technician on your behalf. The drum cage CANNOT be moved. (See fee schedule)
9. Video projection in Sanctuary or Gateway Kids Area is only to be done by one of The Gateway Church's Technicians. If this is required, we will secure a technician on your behalf. (See fee schedule)
10. Rooms used must be cleaned and in the same condition (or better) than received.
11. The church will not be responsible for any lost, stolen or damaged items.
12. If the room(s) is/are not in satisfactory condition after your event, the cleaning deposit will be forfeited. Excessive damage to walls, carpet etc. will also be billed to the user in the amount that is in excess of the cleaning deposit. Deposits will only be refunded after rooms are inspected and in satisfactory condition.
13. SMOKING AND/OR ALCHOLIC BEVERAGES ARE NOT PERMITTED ANYWHERE ON THE PREMISES.

### **KITCHEN SPECIFIC REGULATIONS**

14. You may use any of the appliances in the kitchen. They must be cleaned and left in working condition. DO NOT leave any food in the kitchen or refrigerator after your function is over.
15. You must bring in your own dishcloths and towels for your use while working in the kitchen. The church does not furnish plates, napkins, cups, cutlery, tablecloths, paper products or serving utensils. This is the obligation of the caterer. If your caterer does not furnish these items, you will be responsible for making them available for your event. Any and all food/ beverages are to be supplied by you or your caterer. Do not use the church's food/ beverages.
16. If you use any of the kitchen utensils or dishes, they must be washed and put away. (Anything broken must be replaced.)
17. We do not have a full service kitchen, only prepared food can be brought in.

Thank you for your cooperation.

# The Gateway Church

## Building Usage Fees Schedule Form

**All fees are to be paid to the church office at least 7 days prior to your event.**

	FEE DESCRIPTION	FEE AMOUNT
	Cleaning Deposit - refundable	\$75.00
	Church Rental Fee - Church Members	\$25.00
	Church Rental Fee - Non-Members & Non-Attendees	\$75.00
	Church Rental Fee for Recurring Events - Church Members	\$50/month
	Church Rental Fee for Recurring Events - Non-Members & Non-Attendees	\$150/month
	<b>OPTIONAL SERVICES &amp; FEES:</b>	
	Sanctuary - Set-up/Reset Area	\$200.00
	Sanctuary - Sound Technician (based on event)	\$50.00 - \$250.00
	Sanctuary - Video Projection (based on event)	\$50.00 - \$250.00
	Sanctuary Set-up/Removal of Platform Equipment	\$100.00
	Gateway Kids Room - Sound Technician (based on event)	\$50.00 - \$250.00
	Gateway Kids Room - Sound/Video Projection (based on event)	\$50.00 - \$250.00
	Gateway Kids Room - Clear/Reset Area	\$50.00
	Nursery Room - Clear/Reset Area	\$50.00
	Toddler Room - Clear/Reset Area	\$50.00
	Pre-K Room - Clear/Reset Area	\$50.00
	<b>(Separate Check) Deposits Total</b>	
	<b>Fees Total</b>	
	<b>Grand Total</b>	

Name \_\_\_\_\_ Phone \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Deposit Amount Paid \_\_\_\_\_ Date \_\_\_\_\_

Deposits/Fees Received by \_\_\_\_\_  
*The Gateway Church Representative*

Balance Due \_\_\_\_\_ by (Date) \_\_\_\_\_

Balance Amount Paid \_\_\_\_\_ Date \_\_\_\_\_

Balance Received by \_\_\_\_\_  
*The Gateway Church Representative*

Deposit Returned \_\_\_\_\_ by \_\_\_\_\_  
 Date \_\_\_\_\_ *The Gateway Church Representative*