

Application Form for Event Use Of First Evangelical Free Church
Building and Facilities

1. Describe the purpose of the event:

2. Person or group requesting use

Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

3. Date needed _____

Time needed from _____ to _____

4. Rooms needed and equipment to be used:

Park Side Fellowship Hall ___ St. Side Fellowship Hall ___ Sanctuary ___

Classrooms (how many) ___ Kitchen ___ Organ ___ Piano ___

Other _____

5. Expected number of Attendees _____

Number (if any) who are members of First Evangelical Free _____

6. Names of members of First Free sponsoring this request and recommending its approval:

7. Is the event religious in nature or in over sight? ____Yes ____ No

If yes, please have a representative of the authoritative board or officiating minister for weddings, funerals, or other religious services, sign below affirming the shared belief in this minimum shared statement of faith:

Minimum FAITH STATEMENT AGREEMENT:

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe in the historical humanity and divinity of Jesus, in his virgin birth, sinless life, and his bodily resurrection. We believe in the atonement for sins through faith in Jesus and the resurrection of (at least) the saved into eternal life. We believe the Bible is the Word of God.

We agree with the above statement of faith: _____

Printed Name and Title: _____

Church Affiliation: _____

- 8. Have you included a statement of faith or belief from the organization, endorsing church or ministry? ___Yes ___No

If no, explain:_____

- 9. Is your meeting / event a recurring event? How often would it occur?

- 10. For events using our sanctuary, we require the use of our preinstalled sound equipment along with our sound technicians (this does not include instruments). This is not negotiable. For use of our basement fellowship areas and gynasium, we require the use of outside sound equipment if any is desired. Will there be amplification of music or speech at the event(s)? What equipment will you be bringing into the building?

- 11. What else can you tell us about your meeting space needs and your meeting purpose? Are there internet resources that would help us understand your organization and meeting needs?

Fee Schedule Page

1. Requests (check as needed)

Sanctuary Event	\$1,100.00	<input type="checkbox"/>	_____
Park-Side Basement	\$900.00	<input type="checkbox"/>	_____
Street-Side Gym	\$500.00	<input type="checkbox"/>	_____
Street-Side Basement	\$700.00	<input type="checkbox"/>	_____
Pastor: Ceremony (Wedding or Funeral)	\$250.00	<input type="checkbox"/>	_____
With counseling	\$500.00	<input type="checkbox"/>	_____
Refundable cleaning deposit*	\$200.00	<input type="checkbox"/>	_____
Other:	\$ _____	<input type="checkbox"/>	_____
			Total: \$ _____

Subject to availability

All of the rates are three hours only

Additional time is \$75.00 per hour

*Refund of \$200 cleaning deposit remitted two weeks after event if applicable.

The above prices include the sexton fee (which is for setup and cleanup). An initial \$200 deposit will be due upon signing the contract and the remaining balance will be due two weeks prior to the event. Two weeks after the event, if the facilities were left in good condition, you will receive a check for \$200 in the mail. Also, there is a \$200 fee required for a sound technician.

Please make all checks payable to FEFC or First Evangelical Free Church.

Weekly Gym Use Cost

\$50.00/hour (No heat or lights) _____

\$75.00/hour (Heat and Lighting) _____

Parking

\$10.00/hour _____

\$200/month

There will be a charge of \$25.00 an hour for no shows.

Gym Use Rules and Regulations

- You must pay your weekly fee at the beginning of every week.
- Leave the gym as you found it.
- No spitting on floors
- No cursing
- Must provide your own insurance liability.
- No equipment storage

Initial: _____

All payments must be made either by the beginning of every week or every month.

Initial: _____

2. Restrictions:

ABSOLUTELY NO BALLOONS IN SANCTUARY OR IN GYMNASIUM

NO ALCOHOL

NO DANCING

NO SMOKING

NO RICE THROWING ANYWHERE ON PREMISES

NO OUTDOOR SOUND AMPLIFICATION

NO TAPE ON WALLS AND FLOORS UNLESS IT IS PAINTERS TAPE

Initial: _____

3. Music:

Must not be extreme in any form, style, or loudness and lyrics should not be displeasing to the Lord.

If piano or organ player is needed, this is a separate fee. We cannot always accommodate due to scheduling issues. Please request in advance.

4. Deposit:

A non-refundable deposit of \$200.00 is required upon signing of contract. This deposit will be applied to balance due. A refundable deposit of \$200.00 along with the remainder of the due balance is required two weeks prior to date of the event.

5. **Full Payment (w/deposits):** _____ **Initial:** _____

All fees must be paid in full (by check) two weeks prior to engagement.

Payment Due On: _____

ELDER POLICY STATEMENT ON FIRST EVANGELICAL FREE CHURCH
FACILITY USE / RENTAL / PARTNERSHIP:

Church Facility Use by

1. Religious Uses:

A. All religious uses of the facilities of First Evangelical Free Church's facilities must be clearly and explicitly Christian in nature, tone, and execution. While we do not require renting persons or organizations to agree to the church's entire statement of faith, we encourage renting parties to review our Statement of Faith. We do require renting persons or organizations to assent to a FAITH STATEMENT AGREEMENT that serves as a minimum theological overlap in our mutual understanding of Christian faith and practice.

B. MINIMUM FAITH STATEMENT AGREEMENT

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe in the historical humanity and divinity of Jesus, in his virgin birth, sinless life, and his bodily resurrection. We believe in the atonement for sins through faith in Jesus and the resurrection of the saved into eternal life. We believe the Bible is the Word of God.

2. Partnership:

A. As a church we do believe that churches across the theological spectrum can and should collaborate and fellowship in appropriate contexts to further God's kingdom. We desire to remain humble even as we hold strongly to our statements of faith and doctrine and observe our worship and fellowship based on our convictions of praxis and tradition.

B. At this time, we are not willing to entertain any continuous rental agreement of any of our space for the use of repeated worship experiences by any person or group who is not affiliated with the Evangelical Free Church of America. This policy is not intended to

be dogmatic or held permanently. It is in place for purely pragmatic reasons. It allows our limited attention to be focused on the activities and opportunities that we believe are most impactful for God's Kingdom.

3. Contemporary Issues:

A. Homosexuality: First, we acknowledge the depth of God's love for every individual and his desire for their well-being and surrender to his loving will. Second, First Evangelical Free Church does not believe same-sex unions or marriage appropriately reflect God's design for marriage relationships as defined by scripture. Therefore, we will not allow our facility to be used to host an activity that sanctions, solemnizes, or blesses a same- sex union.

B. Role of Women: First Evangelical Free Church **does** acknowledge that females are serving faithfully as pastors and ministers of other congregations that also are striving to be faithful to the Scripture as we are. Therefore, First Evangelical Free Church acknowledges the ministry of female pastors and ministers from other churches and is willing to partner with them in events and ceremonies. First Evangelical Free Church allows female pastors to preach, officiate communion, officiate weddings and funerals on our premises when they are recognized pastors from other churches and our facilities are rented for a special occasion or service. All events presided by outside clergy that are held in our facilities must assert firm agreement with the above FAITH STATEMENT AGREEMENT. Anything that causes controversy will be discussed and addressed by the Elders.

C. Event Restrictions: At this time, the following activities will not be allowed at events held at First Evangelical Free Church: Non-Exercise Related Dancing, Gambling with financial rewards (other than raffle or door prizes), showing images or videos that would be rated PG-13 or beyond. Other activities may be restricted by the Elders for moral or tactfulness grounds or by the Trustees for tactical or financial grounds. If you have any specific questions, please raise them well before, (date _____).

4. Non-Religious Use Restrictions:

A. We do not allow any events that are antithetical to the message of the Gospel. Examples would be gatherings promoting Atheist philosophies or teaching non- Christian world views.

B. We will not rent to events or organizations that are directly political in nature. Examples would be a political convention or candidate holding a press conference or a fundraising event for a purely political purpose.

C. All events are subject to evaluation by the Elder and Trustee boards regarding their moral and ethical content and their tactical or financial impact respectively. These boards hold the final say on which events or groups we will and will not rent to.

I have read the entire application form and have provided honest and correct information.

X _____

Signature of church employee:

X _____

Date: _____

- copy made for Event Requestor
- copy made for Sound Technician Coordinator
- copy made for Admin. Office
- copy made for Trustee Office
- Original retained by the Event Manager