

# Application for use of Church Facility (Rev-21-02-2017)

*This form must be fully completed in order for us to process any inquiry for use of facilities at Innisfil Community Church.*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-Mail : \_\_\_\_\_ PHONE #: \_\_\_\_\_

HOW, IF AT ALL, ARE YOU ASSOCIATED WITH THE CHURCH? \_\_\_\_\_

Are you a Registered Charitable Organization? YES \_\_\_ NO \_\_\_

Are you a local resident? YES \_\_\_ NO \_\_\_

Is this a business venture? YES \_\_\_ NO \_\_\_

Are you charging participants, or is there to be an admission charge? YES \_\_\_ NO \_\_\_

DATE REQUESTED: \_\_\_\_\_

TIMES REQUESTED: (Including set up & take down time) \_\_\_\_\_

Describe what you are needing facilities for: \_\_\_\_\_

## ROOMS REQUESTED:

Gymnasium (Activity Centre) \_\_\_\_\_ Fellowship Hall (Lower Auditorium) \_\_\_\_\_

Staff Lunch Room \_\_\_\_\_ Sanctuary \_\_\_\_\_ Fireside Lounge \_\_\_\_\_

Meeting Room (s) \_\_\_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

EQUIPMENT NEEDED: Tables \_\_\_\_\_ Chairs \_\_\_\_\_

(User responsible for set-up and take-down - Room to be left set up according to room layout diagram as posted by door in the room)

**NOTE: We do NOT provide dishes, coffee perks, projectors or screens, P.A. systems, specialty lighting, musical instruments, WiFi, signage, promotion, or garbage removal. We provide meeting space only.**

Can you provide proof of liability insurance from your group with Innisfil Community Church named in the insurance coverage? YES \_\_\_ NO \_\_\_

## Policy Use:

1) No Smoking 2) No Alcoholic Beverages on premises 3) Dances are not permitted.

4) Church supplies are not to be used. (styrofoam cups, creamer, serviettes, etc.)

5) Only activities consistent with church standards shall be permitted. 6) The church accepts NO RESPONSIBILITY for items or equipment owned by others and brought in to, or left in, the facility. The applicant accepts responsibility for security and theft insurance for items or equipment brought on premises.

Are you prepared to make a monetary donation towards the operational costs and use of these facilities? YES \_\_\_ NO \_\_\_ If so, How much? \_\_\_\_\_

I have read and understand the emergency procedures (below) that are in effect in the building and will adhere to them for any emergency situations. YES\_\_\_ NO\_\_\_

**I/We agree to abide strictly to the church policy as outlined above and agree to leave the premises as found, clean (garbage removed), and in good order. YES NO \_\_\_**

**DATE OF APPLICATION** \_\_\_\_\_

**SIGNATURE** (Also, Initial each page at bottom) \_\_\_\_\_

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MEMO REGARDING USE OF INNISFIL COMMUNITY CHURCH  
REVISED JANUARY 1985 (Updated Sept.27, 2011., June -2012, October,2014)

The official Board of Innisfil Community Church has established the following directive concerning the use of the church:

1. The building is generally not available to persons or groups not directly associated with the Church. (Church programs always take priority.)
2. When an individual or group wishes to use the facilities they must:
  - a) Request so in writing on the prescribed Application Form
  - b) State the nature and type of activity that they wish to use it for.
  - c) Agree to abide by all the guidelines listed herein.
3. The use of alcoholic beverages, non-medical use of drugs, and smoking in any form on premises shall be absolutely forbidden. The church is not available for dance parties.
4. Where groups are granted permission to use the facilities, the sanctuary is not to be used except for approved religious services.

Applications made in conjunction with these guidelines will be subject to approval, and shall not be contrary to the general principles, practices and policies of the church, and should be submitted 60 days in advance for consideration.

Approved by Board January 15, 1985 / Oct./2011 / June//2012 / Revised Oct/2014

## Part 3 - Emergency Procedures for Occupants

(From Page 7 of the Fire Safety Plan)

Emergency procedures signage affixed to the wall at all fire alarm pull stations and in elevator lobbies.

**IN CASE OF FIRE**

**Upon Discovery of Fire:**

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call the Innisfil Fire Department "9-1-1"
- Leave building via nearest Exit

**Upon Hearing Fire Alarm:**

- Leave building via nearest Exit
- Close doors behind you
- Do not use Elevator/Lift

**CAUTION**  
IF YOU ENCOUNTER SMOKE -  
USE AN ALTERNATE EXIT

**Remain Calm**