

LIFEHOUSE FACILITY USE

Room Requested: _____

Lifehouse facility is available for personal use in addition to church-related events. Non-members are asked to make a minimum of \$25 donation for a 2-hour use. (the 2 hours does not include set up or clean up time). Checks may be written to Lifehouse Church. You can place it in an envelope & slide under Paige’s office door or give to another staff person.

In order to use the facility, a Facility Use Request (found on our website) will need to be submitted.

After review and checking the church calendar, approval will be given and a response will be sent.

Once approval has been given, a Key Check-Out Form must then be completed, if necessary.

For members of Lifehouse; if the facility is used for business purposes such as a home party or any other form of generating income, we request a minimum \$25 donation for a 2 hour time use.

GUIDELINES FOR COFFEEHOUSE USE: *(please check after reading each guideline below)*

____ If no other rooms were requested, please be sure they do not get used.

____ The kitchen is the only area where sinks can be used or food prepping done.

____ The area behind the Coffeehouse counter or storage room are not available for work space.

If drinks are being purchased from an approved barista, they will be the only ones allowed behind the counter or in the back storage room which is strictly for Coffeehouse business.

____ Tables can be moved, EXCEPT the two that are attached must remain together and cannot be moved.

____ Any furniture moved should be returned to the exact place it was when you arrived. The furniture in the fireplace area must remain in it’s set place.

____ Any decorations or leftover supplies you bring must be taken with you. We cannot take care of leftovers.

____ Following your event, please be sure to clean anything that was used. The bathrooms will need to be checked before leaving the facility for any mess made.

You will find a broom and dust pan in the kitchen that can be used following your event.

____ Any other supplies will need to be provided by the one requesting the facility.

Supplies we do not provide which you will want to consider bringing...

- | | | | |
|--------|---------|------------|------------------|
| Plates | Napkins | Silverware | Drinkware |
| Drinks | Ice | Tablecover | Serving utensils |

____ Lifehouse does not supply any food, beverages, game or decoration supplies, please prepare accordingly.

____ Trash will need to be taken outside to the north end dumpster located behind the fence.

- (The mall restricts us from using any other dumpster)

____ Decorations (please bring all supplies you will need)

- please do not use duct tape
- using 3m plastic hooks are encouraged for hanging

____ You may put any ice you bring in the kitchen freezer.

I have read the Facility/Coffeehouse Use Guidelines and agree to follow each of them. Please sign and date then submit 2 days prior to the event date.

Printed Name

Signature

Date