



REQUEST FOR

FACILITIES USE

DURHAM EVANGELICAL CHURCH
114 DOVER ROAD, DURHAM, NH 03824
FACILITY: (603) 868-1027
ADMINISTRATOR: (207) 698-1038
E-MAIL: BUILDING.USE@DURHAME.ORG

Date/Time form submitted on-line: /

EVENT

Event Description: _____

Requested Event Date: _____

Event Time: (start) 0:00 AM PM (end) 0:00 AM PM

Arrival/Departure Time: (arrival) 0:00 AM PM (departure) 0:00 AM PM
Include setup & cleanup time your event requires.

Estimated Number to Attend: _____

For weddings, please include

Marriage Mentors: _____ Wedding Coordinator: _____

Please check appropriate box:

DEC Ministry Team

DEC Member

Other Group or Non-Member

EVENT COORDINATOR

Facilities requests must be completed by the Event Coordinator(s), who will assume responsibility for all fees & deposits due to the church or other parties involved in the event, any and all damages, and who will be considered the church's primary contact for this event unless another Authorized Contact Person is specified below.

Name(s): _____

Phone (h): _____ Phone (w): _____ Phone (cell): _____

E-mail: _____

Address: _____

AUTHORIZED CONTACT PERSON

I/We, the undersigned Event Coordinator(s) give the church permission to contact the following, whom I/we authorize to make decisions & changes and to provide information pertinent to this event.

Name(s): _____

Phone (h): _____ Phone (w): _____ Phone (cell): _____

E-mail: _____

Address: _____

Acknowledgement of Event Coordinator

Date

Note: This request is NOT APPROVED until this box is filled out by the Facilities Administrator or Church Representative.

APPROVED (Facility use is subject to Fee Schedule and Policy on the following page(s).)

Key issued:

Signature or Acknowledgement of Facilities Admin. or Church Representative

Date

DEC Facilities Administrator: Leslie M. Slater

Home Phone: (207) 698-1038 Cell Phone: (603) 969-9802
E-Mail: Building.Use@Durhame.org

FEE SCHEDULE

Please indicate all rooms, event particulars, or support services requested for this event.

WORSHIP CENTER

- Use of Worship Center** \$ _____
Use of the Worship Center will be charged at a rate of **\$50 per hour**. DEC ministry teams may use the Worship Center free of charge.
- Tech Support** \$ _____
Technical support for use of the sound system, stage lighting or projection/character generation (e.g., PowerPoint) will be charged at a rate of **\$85 per hour per technician**. Technical support requirements are at the discretion of DEC. The Facilities Administrator will designate who to make check(s) payable to.
- Access to Stage or Backstage Area**
Please describe: _____
- Use of Live or Pre-Recorded Music**
Please describe: _____
- Other** \$ _____
Please describe: _____

FUNCTION HALL

- Use of Function Hall** \$ _____
Use of the Function Hall will be charged at a rate of **\$50 per hour**. DEC ministry teams may use the Function Hall free of charge.
- Use of Kitchen:** prep only full \$ _____
Prep-only use of the main kitchen includes use of the sink, prep table, and refrigerator only. Full use must be requested if the kitchen will be used for cooking. **Additional deposits or fees may be assessed** if the kitchen is not used in conjunction with the Function Hall. DEC cutlery, flatware, cookware, and cleaning products may be used by DEC members and ministry teams only unless specific arrangements are made with Facilities Manager or church representative. See Policy on following page(s).
- Use of Tables, Chairs or Accessories** \$ _____
Please describe: _____
- Other** \$ _____
Please describe: _____

GENERAL / OTHER

- Other Room(s)[†]** \$ _____
Please describe: _____
- Supervision** \$ _____
Supervision is required outside of normal business hours[†] and will be charged at a rate of **\$15 per hour** (\$45 minimum). DEC ministry teams do not require supervision. The Facilities Administrator will designate who to make check(s) payable to.
- Cleaning Deposit** \$ _____
A cleaning deposit of **\$50 (or \$100 if the kitchen is requested)** will be pre-paid to DEC by non-members and other groups, and will be refunded upon satisfactory cleaning after the event (see Policy on following page(s)). DEC members and ministry teams will not be required to pay a cleaning deposit.
- Other** \$ _____
Please describe: _____

Amounts Received

Total Due to DEC*: \$ _____

*Final approval of all requests are subject to receipt of all deposits and fess due.
Make check(s) payable to **Durham Evangelical Church**.*

Total Other Amounts Due: \$ _____

Including Tech Support Fee, Supervision Fee & other fees to be paid directly to the individual(s) named by the Facilities Administrator.

*Actual fee amounts may be adjusted to reflect actual use during the event.

[†]See Policy on the following page(s).

FACILITY USE POLICY

Please read completely; the following includes information pertinent to your event, including conditions of forfeiture.

ROOM USAGE

1. Users are responsible for the setup, tear down and cleanup, including removal of trash (dumpster is located in the rear parking lot).
2. Certain rooms require additional fees and/or policy-compliance. These rooms include, but are not limited to, the **Nursery** and the **Youth Wing**.
3. **Kitchen Use:** Other groups and non-members who have arranged to cook in the kitchen facilities must present a *certificate of insurance* which names DEC, its members and officers as additional insured with liability limits of \$1,000,000.00 per occurrence.

FACILITIES USAGE PRIORITIES

When the date, time or nature of a request conflicts with or impacts other requests, DEC will prioritize the requests in the following way:

1. DEC ministry team requests
2. DEC member requests
3. Non-member or other groups' requests.

However, DEC may choose to prioritize any request, at our discretion, based on church philosophy.

WEDDINGS

1. DEC will not approve the use of the facilities for weddings that do not utilize our ministers and wedding coordinators.
2. For checks made payable to individuals providing services for your wedding (e.g., supervision fees, tech support fees), give the checks to your wedding coordinator, who will distribute them when they are due.
3. Due to existing ministry commitments, facility use on Saturdays must conclude by 4:00 PM.

KEYS

Keys will be issued at the discretion of DEC. Keys are not to be copied, are to be used only by the designated person, and must be returned to DEC's facility manager upon completion of the event.

CONDITIONS OF FORFEITURE

DEC reserves the right to revoke or refuse use (including future use) to any party at any time under any of the following conditions:

1. Unauthorized use or abuse has occurred in any part of the DEC facilities
2. Information has been misrepresented to DEC by the event coordinator or authorized contact person
3. Full payment of all deposits and fees is not received _____ days prior to the event
4. Any part of this Policy is violated

The occurrence of any of these conditions will signify that the requestor(s) forfeits use of the facilities. Deposits and room fees will be refunded except as needed to cover costs related to the event. If forfeiture occurs on the date of the event, the following may not be refunded: tech support fees, supervision fees, other deposits and fees needed to cover costs related to the event.

GENERAL

1. DEC must be able to reach the event coordinator or authorized contact person listed on this form in order to discuss questions, concerns or developments that arise prior to your event. If we cannot reach you, or haven't heard back from you within a reasonable time frame, DEC may revoke or refuse use of the facilities.
2. For the sake of facility use, DEC business hours are Monday through Friday, 8 AM to 4 PM.
3. Smoking and drinking alcoholic beverages is prohibited inside the building.
4. For DEC ministry teams, the *team leader* will be considered the Event Coordinator and must submit all facilities requests personally. Requests made by a member of the team, and not the team leader, will not be honored.
5. DEC exists to uniquely honor, thank and worship God the Father, his Son Jesus, and the Holy Spirit. Any request for use that would dishonor Him or oppose His gospel will be refused.

Please initial, indicating you have read & understand the fee schedule & this policy: _____