



# Request for Use of IBC Facilities {GENERAL USE}

TODAY'S DATE: \_\_\_\_\_

**CONTACT INFORMATION: (PLEASE PRINT CLEARLY)**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Are you a member of Immanuel Bible Church? Yes  No

**EVENT DATES AND TIMES:**

Event Date: \_\_\_/\_\_\_/\_\_\_ Event START Time: \_\_\_\_\_ Event END Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

SET UP: Date \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_ • CLEAN UP: Date \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_

**EVENT DETAILS:**

Request for Use of (check all that apply): Fireside Room  Gym/Auditorium  Pavilion

Type of Event: Shower  Fundraiser  Banquet  Open House  Sporting Event  Other

(If wedding, please use a wedding facility request form.)

If shower, open house, etc., for whom is the event planned? \_\_\_\_\_

If fundraiser, for what purpose? \_\_\_\_\_

If other, please explain: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_ Are you charging fees for any aspect of your Event? Yes  No

If Yes, please explain (including fee): \_\_\_\_\_

Please describe all activities that will take place during your Event (continue on back if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you need tables and \*chairs? Yes  No  (\*chairs are not available for pavilion use)

# of tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_

Do you plan to use any of the IBC property listed below? (Check all that apply.)

Stage  Audio Visual and/or Sound Equipment (\$50 fee)  Kitchen (\$25 fee)

Other/Comments: \_\_\_\_\_

\_\_\_\_\_

Any additional information, needs, or requests not listed? (continue on back if needed)

**For Office Use Only:**

\$50 Deposit: Received on \_\_\_/\_\_\_/\_\_\_

Returned on \_\_\_/\_\_\_/\_\_\_

Rental Fee: \$ \_\_\_\_\_

Sound & A/V Fee: \$ \_\_\_\_\_

Kitchen Fee: \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

Received on \_\_\_/\_\_\_/\_\_\_

Request Approved/Denied: \_\_\_/\_\_\_/\_\_\_

Copy given to Custodian: \_\_\_/\_\_\_/\_\_\_

Sound Tech's Name: \_\_\_\_\_

Voucher submitted: \_\_\_/\_\_\_/\_\_\_



## General Use Facility Policy

**Written Request:** A Facility-Use-Request form must be completed at least 2 months prior to the event by the person who is to assume responsibility for the event and the fees associated with the use of the building.

**Deposit:** \$50.00. *Please submit your deposit in a separate check made out to "Immanuel Bible Church" with your completed Facility Use Request form.* The deposit will be refunded to you, as long as there are no additional damages or expenses incurred by the church as a result of your building usage, or if your request is denied.

### **Fees (in addition to the deposit):**

**Church members:** \$65 for the use of the building

**Non-members:** \$100 for the use of the building

### **Additional Fees:**

- **Kitchen Fee:** \$25 fee if the kitchen will be used for your event
- **Sound/AV Technician Fee:** \$50 fee for sound technician if using the IBC sound/AV system in the gym/auditorium

*Final payment in one check, of fees listed above, must be made to "Immanuel Bible Church" one week prior to the event.*

**Custodial Services:** Custodial services will be furnished by the church. The responsible party must communicate with the custodians all details of the proposed arrangement of the building. Our custodians are Jim Neumann (989.220.6908) and Michael Glupker (989.798.6621). The custodians will coordinate the set-up and clean up of all areas used. **You are responsible for the following:**

- Contacting one of the Custodians two weeks in advance (if you do not have a key) to schedule entry into the building for set up and all deliveries to the church.
- Setting up tables and chairs AND taking them down and putting them away after your event.
- Removal of all materials, decorations and items used for your event.
- A general "picking up."
- Removal of any and all "kitchen" trash to dumpster.

**Sound System/AV Services:** Our sound/AV system in gym/auditorium may **only** be operated by an IBC sound/AV technician. You are responsible to schedule a tech for your event. Please contact Tom Peck (989.980.9071) for the names of sound techs who may be available for your event. *Please notify us one week prior to your event to let us know who the sound/AV technician will be for your event.*

**Kitchen Use:** If the kitchen will be used, the responsible party must notify the Deaconess Chairwoman, Debby Glupker (989.777.4018). Such notification must take place no later than one month prior to the Event. The guidelines for kitchen usage will be explained to the responsible party and any caterer being used. You will be responsible for providing your own kitchen supplies (coffee, paper goods, etc.).

**Times:** The church shall be vacated by 9:00 P.M. on Saturday or by 11:00 P.M. any other weekday night, unless prior arrangements have been made, or special permission granted.

**No** alcoholic beverages or smoking are allowed on the church properties.

Rice, or other substances as such, **cannot** be used on the church property.

**NOTICE: Absolutely no balloons are to be left in the building overnight! The movement will set off the alarm system. If you do use balloons on the day of your activity, please make sure they are removed from the building when you leave. Do not leave balloons on the ceilings!**

Thank you for helping us keep our building clean and well cared for.