

# REQUEST FORM

**For use of Rockford SDA Gym, Fellowship Hall & Kitchen Facility**

**TO BE PAID IN ADVANCE OF THE EVENT after board approval**

**Fees: \$10/hr usage & \$100 deposit** for active Rockford SDA members  
**\$20/hr usage & \$200 deposit** for non members/inactive members

WAIVED/ALTERED: Motion # \_\_\_\_\_ changed to \$ \_\_\_\_\_

Usage fee Check # \_\_\_\_\_ Amount \_\_\_\_\_ Deposit fee Check # \_\_\_\_\_ Amount \_\_\_\_\_

Deposit returned Yes No Deacon/Elder \_\_\_\_\_

Individual Making Request: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the person making the request a active member of the Rockford SDA church? Yes \_\_\_ No \_\_\_

Has the person been informed there is NO alcohol or smoking allowed at the event? Yes \_\_\_ No \_\_\_

Date(s) Requested: \_\_\_\_\_ Approval: \_\_\_\_\_

Time(s) In \_\_\_\_\_ Out \_\_\_\_\_ Set up time needed on day prior? In \_\_\_\_\_ Out \_\_\_\_\_

included in the calculation of fees Total number of hours requested \_\_\_\_\_

The type of activity to be held is \_\_\_\_\_

Deacon/Elder for Opening \_\_\_\_\_ Closing: \_\_\_\_\_

Deacon/Elder Phone # Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

**Requesting the use of:**

<input type="checkbox"/> Gym	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen
<i>Only shoes with nonmarking soles are permitted.</i>	<i>Tables and chairs are available</i>	<i>Please provide your own paper plates, cups, plastic wear, napkins, etc.</i>
<input type="checkbox"/> Remove all personal items	<input type="checkbox"/> Remove all personal items	<input type="checkbox"/> Remove all personal items
<input type="checkbox"/> All recreational equipment listed below put away	<input type="checkbox"/> Tables (wiped down) & Chairs put away	<input type="checkbox"/> Sinks rinsed, counters wiped, floor mopped
<input type="checkbox"/> Gym cleaned	<input type="checkbox"/> Floor swept & mopped	<input type="checkbox"/> Trash taken to dumpster
<input type="checkbox"/> All lights out	<input type="checkbox"/> Trash taken to dumpster	<input type="checkbox"/> All lights out
<input type="checkbox"/> Doors locked	<input type="checkbox"/> All lights out	<i>Inspected by:</i>

Recreational Equipment Requested:

**NOTICE: This does not include access to the Church, Sanctuary, Library, School and Daycare**

**Completed forms will be photocopied and are to be stored in Rental Agreement accordion folder in the month tab the event is to occur. The photocopy of the fully completed rental with return of deposit noted and signed will be given to the renter at the end of the event. The original fully completed form will be left in the accordion folder and filed by the church clerk.**

## **Rockford SDA Church**

### **Fellowship Hall, Gym Rental, Kitchen/Usage Guide**

1. All requests for a usage of a portion of the church facilities must complete a request form for EACH date request. *Multiple dates on a form will not be approved.* Fully completed request forms are to be submitted to the Pastor, Head Elder, or Church Clerk for board approval. **It is understood that no alcohol or smoking is to be present at any rental event. Any evidence of alcohol or smoking will result in forfeit of the deposit and no further rental agreements will be permitted by the person or group responsible for the rental.**
2. The Church Board meets monthly and will grant or deny approval by vote. Please plan accordingly and make your plans in advance.
3. Fees & Deposits for Gym/Fellowship Hall/Kitchen are payable **in advance of the event.** Deposit funds need to be a separate check or cash. (*Activities planned by one of the church ministries are exempt from fees*)
  - Active Rockford SDA members     \$10 per hour plus \$100 deposit
  - nonmembers/inactive members     \$20 per hour plus \$200 deposit
  - waived/altered (noted on the reverse)
4. A deacon/deaconess will be assigned to unlock doors and deactivate the security alarm at the time the event starts (no keys will be given out); and ensure that the facility is secure and locked following the event.
5. Individual or group will complete the checklist under each area rented.
6. The deacon/deaconess will inspect the facility at the end of the event to determine cleanliness for the return or not of the deposit.

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Instructions for Pastor, Elder, Deacon or Clerk

1. The sheet should be filled out completely or submitted online and printed by clerk.
2. The pastor, elder, deacon or clerk will enter the event into agenda for next board meeting.
3. If approved, photocopy the approved form & arrange to receive 2 checks. Fee-per-hour check goes into a tithe envelope marked with renter name and date of event (give to Treasurer) and deposit check staple/paper clip to the forms.
4. If not approved, please call the person listed and notify.
5. The Sabbath prior to the event, the clerk will take the rental folder to the locked drawer in the kitchen and leave it there for the Deacon/Elder who will close up after the event.
6. Deacon/Elder who closes, please get the event sheet; check the areas rented for cleanliness; fill out Deposit returned line as needed on both copies. Keep the original & give photocopy to renter.