



# CALENDAR AND EVENT REQUEST

EVENT NAME: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ ONE-TIME OR RECURRING EVENT?

SET-UP TIME: \_\_\_\_\_ COORDINATOR OF EVENT: \_\_\_\_\_

CONTACT INFO: (Phone) \_\_\_\_\_ (Email) \_\_\_\_\_

PURPOSE OF THIS EVENT (Social, Ministry, Etc.) \_\_\_\_\_

TARGET AUDIENCE: \_\_\_\_\_ ANTICIPATED ATTENDANCE: \_\_\_\_\_

**If your event becomes larger than anticipated and a larger room is required, we cannot guarantee that we can accommodate your request.**

IS THE EVENT OPEN TO THE GENERAL PUBLIC? \_\_\_\_\_ IS THERE AN ADMISSION FEE: \_\_\_\_\_

WILL FOOD BE PREPARED HERE? \_\_\_\_\_ CATERER/COOK \_\_\_\_\_

## ROOMS/ VEHICLES

- |   |  |
|---|--|
| <input type="checkbox"/> CHRISTIAN LIFE CENTER DINING ROOM<br>Capacity: 100 with chairs; 63 with tables | <input type="checkbox"/> CONFERENCE ROOM<br>Capacity:                        |
| <input type="checkbox"/> FAITH CENTER DINING ROOM<br>Capacity: 115 with chairs; 77 with tables          | <input type="checkbox"/> FOYER<br>Capacity: 150 with chairs; 100 with tables |
| <input type="checkbox"/> GYMNASIUM<br>Capacity: 400 with chairs; 300 with tables                        | <input type="checkbox"/> KITCHEN*  |
| <input type="checkbox"/> LOWER CHAPEL<br>Capacity:  | <input type="checkbox"/> NURSERY   |
| <input type="checkbox"/> SANCTUARY<br>Capacity: 500   | <input type="checkbox"/> UPPER CHAPEL<br>Capacity:                           |
| <input type="checkbox"/> YOUTH CHAPEL<br>Capacity:  | <input type="checkbox"/> MIDDLE SCHOOL ROOM<br>Capacity:                     |
| <input type="checkbox"/> PRAYER ROOM<br>Capacity:   | <input type="checkbox"/> BRIDE'S ROOM<br>Capacity:                           |
| <input type="checkbox"/> PEOPLE MOVER<br>Capacity: 15 including driver                                  | <input type="checkbox"/> VAN<br>Capacity: 11 including driver                |

NAME(S) OF DRIVER(S): \_\_\_\_\_

### SEE LIST ON PAGES 2 & 3 FOR SPECIFICS ON ROOM CLEAN UP

- \* The kitchen must be used in conjunction with another room. No food, paper, plastic/silverware, or other disposable supplies are included. Any food or supplies in the freezer or refrigerators are there for other events and are not available for use. Please remove any leftovers as there is limited refrigerator space.

## FACILITY GUIDELINES

- Please only use reserved rooms. For large events, you must have monitors who ensure that your guests remain in reserved rooms. Monitor: \_\_\_\_\_
  - Please notify Laura Schnitker of changes to and/or cancelation of this request.
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CHILDCARE PLAN: \_\_\_\_\_

Any childcare plan utilizing our nursery must have prior approval and adhere to the guidelines of the nursery. Our church policy requires all nursery and children's workers at WCAG have background checks on file. We adhere to this policy **without exception** to do our best to ensure the safety of all our children.

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## SET UP NEEDS:

- 60" ROUND TABLES (45) \_\_\_\_\_
- 8'x18" RECTANGULAR TABLES (36) \_\_\_\_\_
- CHAIRS \_\_\_\_\_
- TV/DVD
- PROJECTOR
- SCREEN
- OTHER

Use of the Sanctuary by Tier 2 groups requires the use of a WCAG approved A/V person with a fee of \$125 for 3 hours (\$50 for each additional hour).

Use of church devices in other rooms may require scheduled training or support.

Use of church A/V equipment is \$25 per device for Tier 2 & Tier 3 groups.

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## RESPONSIBILITIES

Please provide the names and phone numbers of those responsible for the following:

PERSON RESPONSIBLE FOR SET-UP AND TEAR DOWN/CLEAN UP \_\_\_\_\_

We may be able to assist with set-up for WCAG events. **Two weeks advance notice with diagram** is required.

PERSON RESPONSIBLE TO OPEN AND LOCK THE BUILDING \_\_\_\_\_

DO YOU HAVE AN ACCESS KEY FOB? \_\_\_\_\_ KEY FOB NUMBER: \_\_\_\_\_

### Your checklist. Before you leave, you must:

- ◇ Set-up the room for the next event (if appropriate) or return it to its original setting.
- ◇ Clean up. All garbage should be taken to the dumpster located next to the shed on the back of the parking lot. Replace trashcan liners. Liners can be found on top of the icemaker and in a drawer of cabinets in the CLC and Faith Center dining rooms.
- ◇ Floors must be vacuumed (or mopped if appropriate). See closets for supplies.

- ◇ Return all equipment to its proper location.
- ◇ Remove all signs/decorations. Remove leftovers.
- ◇ Clean, dry, and replace all dishes. Hang wet towels on hooks by pantry.
- ◇ Turn off lights. Some security lights remain on throughout the building. Close all outside doors and double hallway (fire) doors. Check that outside doors are locked by gently pulling on them after you leave. Exit the building by 10:30 pm.
- ◇ Return the access key fob to the church office (if appropriate)
- ◇ **Initial here that you have read and agree \_\_\_\_\_**

### WCAG Fee Schedule for Facility Use

The tier status of each group is to be determined by WCAG. Under special circumstances terms may be negotiated. These fees are subject to change based upon leadership direction.

**Tier 1 users:** Those directly connected to the mission and outreach of WCAG: Programs, organizations, outreaches and WCAG groups

No fees are charged as these activities and organizations are considered part of WCAG ministries. Users are expected to help with keeping the facility clean, remove trash and reset rooms to original condition.

**Tier 2 users:** A.) Members requesting rooms for personal use  
B.) Ministries and organizations that reflect the WCAG mission and promote values consistent with WCAG

**Tier 3 users:** Non-member use and outside organizations

<u>Facility/Room</u> (Daily or one-time rate)	<u>Tier 2</u>	<u>Tier 3</u>
Sanctuary	\$400	N/A
Foyer	\$300	\$500
Gymnasium, no chairs/tables	\$100	\$200
Gym with tables/chairs**	\$150	\$250
Faith Center Dining room	\$100	\$200
CLC Dining Room	\$100	\$200
Youth Room	\$100	\$200
Lower Level Chapel	\$ 75	\$150
Upper Level Chapel	\$100	\$200
Conference Room	\$ 50	\$100
Kitchen, no cooking	\$100	\$100
Kitchen with use of stove/oven	\$100	\$200
Any room used for private lessons	\$ 10	\$ 20

\*\* Set up of chairs and tables in Gym will be \$150

- **There is a monthly charge for items stored at WCAG. Size of storage used will determine fee.**
- Use of any room with groups over 40 people may be subject to additional charge depending upon size.
- Fee is due in the WCAG financial office the day of the event unless other arrangements are made.

WAIVER, INDEMNIFICATION AND RELEASE AGREEMENT: READ CAREFULLY BEFORE  
SIGNING

West County Assembly of God owns certain Real Estate, including worship facilities, dining rooms and multi-purpose rooms, which are used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the Property. Such stewardship may include occasional guest use from time to time for purposes consistent with the Church's religious purposes and doctrinal beliefs. Based on these considerations, the Church shall allow use of its real estate by others in accordance with the following requirements and guidelines.

1. 1. Decision-making authority. WCAG's pastoral staff shall make decisions as needed regarding the use of the Church's Real Estate, all in the best interest of the Church. When necessary, the Pastoral Staff shall consult with the Deacon and Elder Boards to resolve any questions that may arise regarding any use of the facility. The WCAG Pastoral Staff, Deacon and Elder Boards shall together comprise The Church Board.
2. Doctrinal Restrictions. The Church's Real Estate may be used only for purposes and in ways consistent with the Church's doctrinal beliefs as reflected in the Bible, its Constitution and Bylaws, and otherwise, particularly with respect to sexual activity standards and other conduct. The Church Board shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the Church's religious doctrine.
3. The Church may request donations or charge for cost-sharing contribution (fees) in order to defray the estimated cost of facility use. No such fees shall be charged with impermissible view to profit.
4. The Church's representatives, Bob Bollinger and/or Laura Schnitker in consult with the pastoral staff, shall be responsible for communicating these requirements and other guidelines to all perspective guests of the Real Estate.

In consideration of the use of the building, facilities, and adjacent property ("premises") owned and operated by West County Assembly of God (the "Church") I make the following representations and agreements on behalf of all the individuals in my group or party as their authorized representative:

1. I have requested the use of the premises, have inspected the premises to my satisfaction, and find the premises to be safe and suitable in all respects for our intended uses and activities. I understand that there is a nominal charge to cover a portion of the lights, heat/air conditioning and other direct costs associated with making the premises available for our event. I understand that the church makes the premises available to individual and community groups as a public service and not for compensation. I understand that the charge is at less than the market rate and includes no contribution toward any liability insurance to cover the event. I agree to pay the event charge as outlined above.
2. On behalf of myself, my heirs and executors, and in like manner on behalf of all those who enter upon the premises as my or our invitees while we are utilizing the premises, I and we do hereby release and forever discharge, indemnify, and hold harmless the church, together with its elders, trustees, deacons, pastors, employees, and members from any and all claims of any kind and nature whatsoever, whether arising through negligence, international acts or omissions, or in any other manner. This includes all past, present, or future actions, causes of action, demands, claims, damages, costs, expenses and other compensation of any kind and nature which may arise out of our use of the premises. This extends to any injury, property damage, or other loss, which may be sustained by me, or nay of our party while on the premises and otherwise participating in any activities on the premises.
3. I understand it is my responsibility to provide liability insurance for my group or event. Further, I agree to assume all liability for any injury or damages that may arise from any accident or action that occurs on or about the premises in connection with our event and also agree to indemnify the Church and save the church harmless from all claims filed by parties injured or suffering damages from our activities on or about the premises. This also includes damage to any of the Church's property.
4. I understand that I am responsible for returning the facility in the same condition in which I found it which includes ensuring furniture is returned to its proper place, turning all lights off, closing windows as well as locking all facility doors.
5. I understand and agree to abide by the rules set forth for the use of the premises by the Church including those given to me orally and in writing as well as the following:
  - a) There shall be no alcoholic beverages served or consumed or illegal drugs used on the premises.
  - b) Only lawful activities are permitted, and activities will be properly supervised by appropriately trained persons.

- c) There shall be no smoking in or on the premises.
  - d) Parental or adult supervision of all minors in attendance will be provided at all times, and I have obtained releases signed by parents and/or legal guardians for all minors participating in any athletic or physical activities on the premises.
  - e) I and my group can be asked to leave or can be denied access to the premises without notice whenever the Church deems that it is necessary for any reason, and we will leave promptly when instructed.
  - f) The Church may impose, and I agree to pay the cost of clean-up, janitorial, or repair services needed because of the event and that such costs may be deducted from the security deposit.
6. I will provide, at my own expense if required, insurance against any possible loss described in this agreement.

I UNDERSTAND THAT SIGNING THIS AGREEMENT MAY PRECLUDE ME AND ANYONE IN MY GROUP FROM MAKING ANY CLAIMS AGAINST THE CHURCH, STAFF AND MEMBERS.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Office Use Only

- Form Complete \_\_\_\_\_  Approval Date \_\_\_\_\_
- Pastor Approval \_\_\_\_\_  Date \_\_\_\_\_  Admin Approval \_\_\_\_\_  Date \_\_\_\_\_
- Communicated Reply \_\_\_\_\_
- Training Date \_\_\_\_\_  2-Week Deadline \_\_\_\_\_  Date Received \_\_\_\_\_