

Dates and times are not reserved until approved by Trustees.

Church Sponsored     Single Event     Recurrent Event

**EVENT INFORMATION**

\_\_\_\_\_  
EVENT/GROUP NAME

\_\_\_\_\_  
EVENT DATE(s)

\_\_\_\_\_  
-TO-  
EVENT TIMES (am/pm)

\_\_\_\_\_  
NUMBER OF PARTICIPANTS

\_\_\_\_\_  
RESPONSIBLE CONTACT

\_\_\_\_\_  
CONTACT'S PHONE

\_\_\_\_\_  
CONTACT'S EMAIL

\_\_\_\_\_  
CONTACT'S ADDRESS

**PUBLICITY**

If publicity is intended for this event, please check appropriate boxes. No event will be published until approved. You are responsible for getting ad copy to the church office on time and preferably by email to [firstchristian@sunflower.com](mailto:firstchristian@sunflower.com)

- Sunday Bulletin
- Newsletter & Website
- No Publicity Needed
- Other \_\_\_\_\_
- Permission to print

**ROOM(s) REQUESTED**

- Sanctuary-Seating 350
- Fellowship Hall-Seating 250
- Kitchen
- Old Fellowship Hall
- 101-Seating 24-with 102 seats 48
- 102-Seating 24-
- 103-Seating 24-with 104 seats 48
- 104-Seating 24
- 108-Family Promise Only
- 112-Youth Only
- 113-Youth Only
- 119-Seating 12
- 120-Seating 12
- 217-Seating 30
- 220-Seating 10
- 301-Seating
- 313-Children's Ministry Only
- 317-Seating 12
- 327-Seating 20
- Parking Lots—North & South

**EVENT SUPPLIES**

All supplies, such as coffee, tea, paper, and plastic goods are to be provided by those responsible for the event. Durable kitchen items such as beverage service, pitchers and dishes are available for use by request and with training. Candle use must be approved by Facilities Coordinator in advance.

**CLEAN UP REQUIREMENTS**

You are responsible for the following housekeeping:

- \_\_\_\_ Trash in receptacles provided.
- \_\_\_\_ Stove, coffee pots, cookers and dishwasher turned OFF.
- \_\_\_\_ Furniture & equipment returned to original position.
- \_\_\_\_ Dispose of decorations.
- \_\_\_\_ Area is vacuumed.
- \_\_\_\_ Lights turned OFF.
- \_\_\_\_ Lock doors!

No equipment or furniture shall be removed from the premises. Before leaving the building—turn off all lights, equipment, and appliances and lock all doors properly. The installation of any permanent bulletin boards or other wall hangings is prohibited. Temporary display materials shall not be taped, tacked or otherwise affixed to the walls in a manner that will damage or mar the surface. Use only Dry Erase Markers on the white Dry Erase Boards. Dry Erase Markers are available in the church office. When using the refrigerator/freezer, please label all items with the name and date of event. Anything left in refrigerator after the event or that is not marked will be discarded. Only approved technicians are allowed to operate sound system and video system in the sanctuary.

**EQUIPMENT REQUESTED**

Please check only if items needed are in addition to what is already in the room. Electronic equipment is by availability only. The sound system and AV equipment can be used by a Technician only.

- Rectangular Tables
- Round Tables  
Fellowship Hall & Room 217 Only
- Chairs
- Lectern

**CONFIRMATION**

I acknowledge the receipt of the "Rules and Regulations for Use of the First Christian Church Facilities". I have read and accept the terms and conditions stipulated in this document.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Requests must be renewed annually. Children must be supervised at all times.

**For Office Use Only**

\_\_\_\_\_  
Request Approved by

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLEANING DEPOSIT

- Date Reserved in Master Calendar
- Cleaning Deposit Received \_\_\_/\_\_\_/\_\_\_
- Cleaning Deposit Returned \_\_\_/\_\_\_/\_\_\_

## First Christian Church Facility Use Agreement

\_\_\_\_\_ agrees to pay for any and all damage done to property, facilities, fixtures or grounds during the period of our use and set up. We understand and agree that if such damages occur, First Christian Church will send written notification and an itemization of said damages to the address listed in this contract. If we do not pay for the damage done within thirty (30) days from the date of such notification, we understand and agree that First Christian Church can and may pursue all available legal remedies for collection of debt. We understand and agree that if such collection efforts, are thus pursued by First Christian Church, we will be liable for any and all additional costs and expense associated with such collection efforts, including but not limited to resulting attorney fees, interest and court costs. We understand that NO alcoholic beverages are to be consumed on the premises and NO smoking is allowed anywhere in the facility. We also understand NO substances are to be put on floors without approval from facility staff (powder for dances, etc.). We understand and agree to clean up the area, including putting away chairs, tables, etc. and to leave the facility as when we arrived and we understand that failure to do so will result in forfeiture of our cleaning deposit.

### Lease from Liability and Indemnification

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to indemnify and hold harmless First Christian Church, its board members, officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to First Christian Church property) costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility herein described, whether such use is authorized for not, or from any act or omission of applicant or any of its board members, officers, agents, employees, guests, patrons or invitees and the applicant shall at its sole risk and expense, defend any and all suits, actions or legal proceedings which may be brought against First Christian Church, its board members, officers and employees, and applicant shall pay for any and all damages to the property of First Christian Church for loss or theft of such property, caused by applicant, its board members, officers, agents, employees, guests, patrons and invitees. We received, read and reviewed the Facility Rules and Regulations, we understand the conditions and regulations and hereby represent that will be present at the facility during its use and agree to use due care to ensure that said regulations are enforced while the facility is in use. We further realize the ramifications of failure to abide by these Rules and Regulations

### Rules and Regulations for use of First Christian Church Facilities

#### Supervision & Security-

Proper supervision and security shall be provided at all times event participants are present. Youth and special population adult events shall have at least one (1) responsible adult in attendance at all times. This adult shall be responsible for clearing and securing the facility at events conclusion.

#### Alcohol-

No alcoholic liquor, wine, beer or cereal malt beverages may be served, consumed, possessed or carried on the First Christian Church premises. Violators shall be subject to prosecution under K.S.A. 41-719, a violation of which is punishable by a fine of not less than \$50 or more than \$200 or by imprisonment for not more than six months or both.

#### Controlled Substances-

First Christian Church facilities and property is designated a drug free zone. Use of any controlled substance in the facility or on the premises is prohibited. Violators will be prosecuted.

#### Tobacco-

First Christian Church facility is designated a tobacco free environment and smoking and/or other use of tobacco products in the facility is prohibited. Any and all trash or debris (including cigarette butts) resulting from the use of tobacco products outside is to be placed in appropriate containers for disposal.

#### Animals-

With the exception of Seeing Eye dogs or other working dogs actually assisting a disabled person, no animals are allowed in the facility.

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