



Application for Use of Facilities

ALL REQUESTS AND PAYMENT FOR USE OF FACILITIES MUST BE RECEIVED A MINIMUM OF TWO WEEKS IN ADVANCE

Harvest Facilities can only be reserved by members for events and purposes that line up with the doctrine and mission of the church as described in the Harvest Statement of Faith.

Name: _____

Email: _____

Phone: _____

Date of Proposed Event: _____

Proposed Time of Entry: _____ Proposed Time of Departure: _____

Is this a recurring event? (Circle One) Yes or No

If yes, what is the frequency of the event? (Circle One) Daily Weekly Bi-Monthly Monthly Other:

Event Title: _____

Description of Event: _____

Purpose of Event: _____

Number of people expected to attend: _____

Requested area(s):

- Room 101: Prayer & Conference Room
- Room 102: Elementary Classroom #1
- Room 103: Elementary Classroom #2
- Room 104: Preschool Classroom
- Room 105: Student Room
- Worship Center
- Room 106: Toddler Room
- Room 107: Café
- Room 109: Kitchen
- Room 111: Nursery
- Room 112: Toddler Room #2
- Other:

Continued on page 2.

Facility Fee Summary:

			# of days	=	Extended Cost
Room 101: Prayer & Conference Room	\$50	x	_____	=	\$ _____
Room 102: Elementary Classroom #1	\$50	x	_____	=	\$ _____
Room 103: Elementary Classroom #2	\$50	x	_____	=	\$ _____
Room 104: Preschool Classroom	\$50	x	_____	=	\$ _____
Room 105: Student Room	\$50	x	_____	=	\$ _____
Room 106: Toddler Room	\$50	x	_____	=	\$ _____
Room 107: Café	\$100	x	_____	=	\$ _____
Room 109: Kitchen	\$100	x	_____	=	\$ _____
Room 111: Nursery	\$50	x	_____	=	\$ _____
Room 112: Toddler Room #2	\$50	x	_____	=	\$ _____
Worship Center	\$250	x	_____	=	\$ _____

Subtotal of Fees: \$ _____

Cleaning Fee: \$100

Staff Fee*:

			# of hours	=	Extended Cost
Staff Member 1	\$20/hr	x	_____	=	\$ _____
Staff Member 2	\$20/hr	x	_____	=	\$ _____

*A minimum of one staff member must be on site for the duration of your event. Depending on the scale of the event, additional staff members may be required.

Total Fee: \$ _____

We understand that:

1. We will be responsible for payment of the staff's salaries based on the extra time worked in addition to any rental fee charged.
2. We agree to assume financial responsibility for any damage that may occur to church property during our use of our facilities.
3. We recognize our responsibility as citizens to leave the church building, entrances, and grounds, clean and in good order for the regular programs. I understand that I am responsible to the Facilities Manager or other designated person for making certain that our group leaves the facility clean and ready for the next day - unless other arrangements have been cleared through the Facilities Manager.
4. Any individual or organization with a prior balance will not be permitted use of the facility.
5. No food or drinks should be brought into the Worship Center at any time during an event, or the event will be discontinued at this point. No alcoholic beverages, tobacco products, candles (or other fires), or weapons are allowed anywhere on church grounds.
6. Our future use of church facilities is dependent upon proper supervision of our activity and protection of church property while in our possession.
7. Harvest assumes no responsibility for accidents, which occur to groups using church facilities.
8. On rare occasions, the church reserves the right to move an approved activity to another site or date.
9. Liability insurance coverage may be necessary by groups using school facilities.
10. Cancellations must be submitted in writing at least seven (7) days prior to the event. Refund requests must be received in writing within thirty (30) days of cancellation.
11. Time of entry and departure must be estimated as accurately as possible for staff scheduling. No adjustments will be made within one (1) hour of estimated staff time. Variations in excess of one (1) hour

are subject to billing. Refund requests for staff time variations must be received in writing within thirty (30) days of event.

12. Extended and continuous facility use (i.e. – weekly, monthly, or lasting longer than 5 days) payments must be received no less than 7 days prior to event. Applications should be on file for these in Finance.
13. Payment must be received IN FULL by the church a minimum of two weeks prior to the event date. Applications and payments will be forwarded to the Finance Department, Attn: Heidi Reckard.

By signing below I acknowledge I have read the HCC Application for Use of Facilities and agree to abide by all requirements.

_____ Date: _____

Facility Cleaning Checklist

[HCC Classroom Checklist \(Rooms 101, 102, 103, 104, 105, 106, 111, 112\)](#)

Clean-Up Duties: (some equipment needed will be in the janitor's cost, located adjacent to the women's restroom)

- Clean dry-erase boards (if used) with appropriate cleaner
- Vacuum room (janitor's closet will need to be accessed to obtain vacuum cleaner)
- Empty trash (if necessary) & replace liners (available from janitor's closet)
- Place trash bags in a large, lined trashcan (available in the kitchen)
- Deposit trash bags containing food/soiled diapers or large amounts of trash in the dumpster

Set-Up Duties:

- Return room to its appropriate arrangement (check with Facilities Manager for details)
- Return equipment to its appropriate location

Audio-Visuals:

- Return any supplies to their appropriate locations (TV, DVD/CD Player, Projector, White Board, Stools, Easel, etc.)
- If any malfunctions occur in the usage of A-V equipment, report it to the church office

Thermostat: if your room has a thermostat, please ensure a setting of 72 degrees before departure

[HCC Café Checklist \(Rooms 107, 108\)](#)

Clean-Up Duties:

- Place trash bags in a large, lined trashcan (available in the kitchen)
- Deposit trash bags containing food or large amounts of trash in the dumpster
- Sweep floor (dry mop is available in the janitor's closet)
- Mop floors
- Wipe off tables

Set-Up Duties:

- Return room to its appropriate arrangement (check with Facilities Manager for details)
- Return additional furniture utilized (tables, chairs) to the appropriate area (storage, classroom, etc.)

Audio-Visuals:

- Return any supplies to their appropriate locations (TV, DVD/CD Player, Projector, White Board, Stools, Easel, etc.)
- If any malfunctions occur in the usage of A-V equipment, report it to the church office

Thermostat: please ensure a setting of 72 degrees before departure

[HCC Kitchen Checklist \(Room 109\)](#)

Clean-Up Duties:

- Deposit all trash in large containers in the dumpster
- Clean all countertops and surfaces

- Wash, dry, and put away all utensils (dishes, containers, cookware, etc.)
- Clean sinks
- Sweep floors
- Mop floors
- Soiled linens (take home to wash and return)

Storage Duties:

- Food/Beverage items should be taken home or discarded; if there is a short-term need to store items in the refrigerator or freezer, please obtain permission in advance from the Facilities Manager
- Dry storage – some items/supplies unused would need to be returned/recycled

Worship Center

Clean-Up Duties:

- Remove all trash (papers, etc.) & deposit it appropriately
- Vacuum
- Place trash bags in a large, lined trashcan (available in the kitchen)
- Deposit trash bags containing food or large amounts of trash in the dumpster

Set-Up Duties:

- Return pew chairs and any other furniture to their appropriate arrangement (check with Facilities Manager for details)
- Place tables (if used) in appropriate storage areas
- Close Worship Center doors

HCC Restrooms:

Clean-Up Duties:

- Place trash bags in a large, lined trashcan (available in the kitchen)
- Deposit trash bags containing food/soiled diapers or large amounts of trash in the dumpster
- Restock paper products (found in the janitor’s closet across from the ladies restroom)
- Wipe off countertops
- Clean sinks and toilets
- Refill hand soap
- Sweep or mop

Notes:

- Return this checklist to the church office or designated staff person after your approved event
- Turn off any lights off that were turned on (some remain on permanently) during your stay
- Ensure that perimeter doors are locked (Admin – 4/Worship Lobby – 4/Nursery exit – 1/West wing - 2) regardless of who else may still be in the building.
- Report any spills, damages, supply orders, malfunctions, etc. to the Facilities Manager

Signature of Contact Person: _____ Date: ____ / ____ / ____