

Chain of Lakes Community Bible Church

ROOM/FACILITY RESERVATION FORM

Reservation Approved By:

Date:

Ministry Requesting Reservation _____

Members Name: _____ Phone: _____

Purpose of Reservation: _____

Reservation Date(s) _____ Number of Attendees: _____

Time Event Begins _____ Time Event Ends _____

Time Setup Begins _____ Clean up Ends _____

Rooms Requested

Grid of checkboxes for room and equipment selection including Sanctuary, Oasis Room, Classroom C2-C8, Foyer, Gym & Kitchen, Caleb House, and Outdoor Facilities.

Notify Staff Member 10 days in advance 847.838.0103

- Notify Sound Please contact church office 847.838.0103
Notify Multi Media Please contact church office 847.838.0103
Notify Custodian Please contact Sandy at sandy.spokas@clcbc.com
Promotion/Advertising Please contact Suzanne at suzanne.hemmerle@clcbc.com

Key/Fob Issued # \$10.00 charge for non-returned Key/Fob.

Building Policy & Usage Form has been read and signed. _____ (Initials)

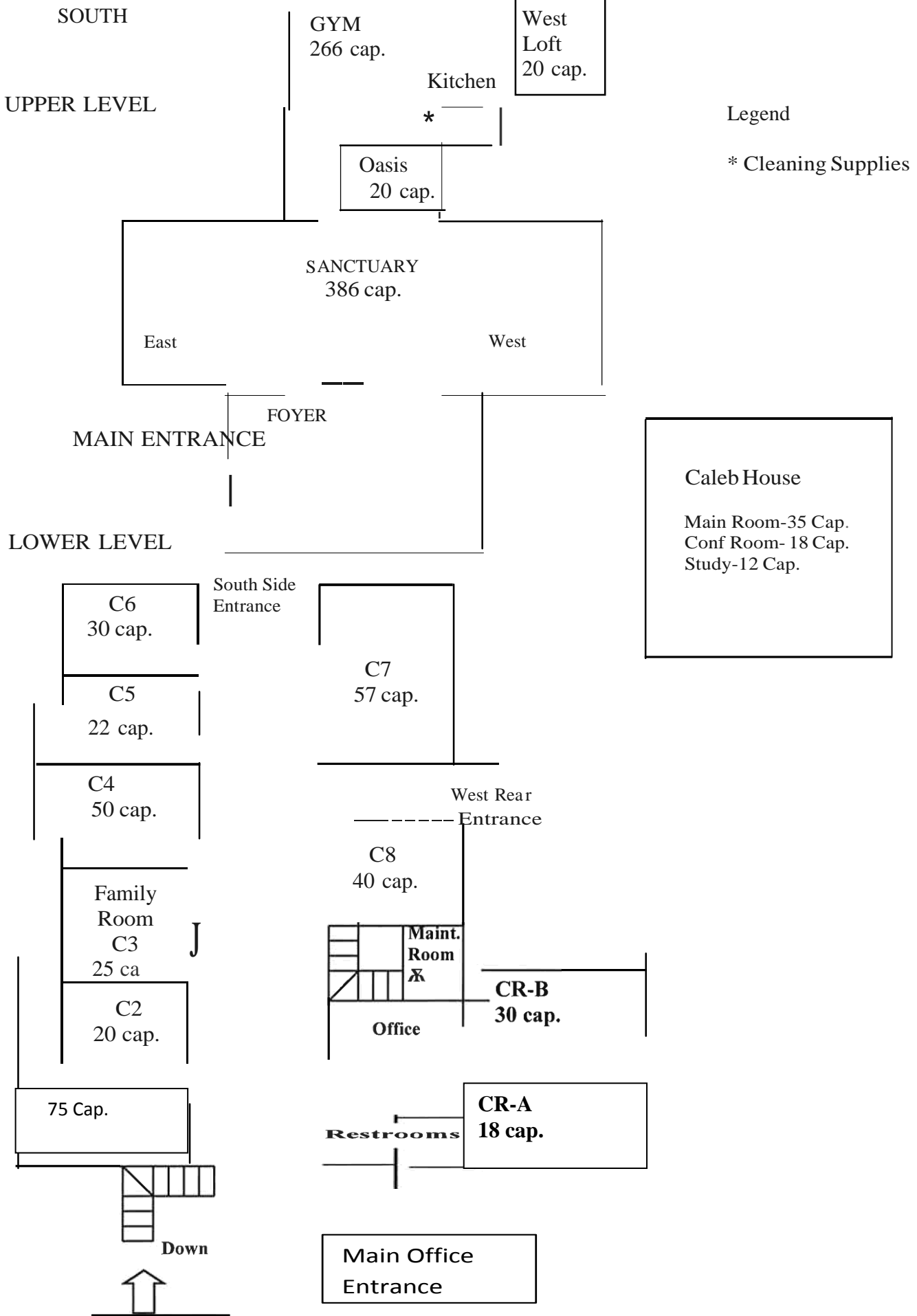
Members Signature: _____

Office Use Only

Procedure

- Approve Request Deny Request: Reason: _____
Return signed copies of Room Reservation and Building Usage to Ministry/Member

Key/Fob Issued: Date: Key/Fob # Returned:



CLCBC MINISTRY/MEMBER USE

Chain of Lakes Community Bible Church Policy of the Elder Board

Building Policy

We believe that God has provided us with wonderful facilities here at CLCBC that He intends us to use for His glory and the good of the community. In that spirit, we want to make these facilities available to both CLCBC ministries and outside groups that have a member sponsor. For all meetings, gatherings or events that will utilize church building and grounds. Facilities must be reserved, in advance, by a ministry leader of the church.

- The building must be used for purposes in keeping with the glory of God, the good of the community and the policies of this church, including child protection and controlled substances policies. All children under the age of 18 must be supervised by a parent or authorized adult and may not be left unattended in any room.
- Desired meeting dates and times must receive approval from the Main Office before scheduling or promoting any event.
- Ministries meeting multiple times over the course of the year must provide a ministry calendar to the Main Office and report all cancellations, and/or room changes.
- Room(s) and/or equipment must be reserved through the Main Office with a Room/Facility Reservation Form and are subject to availability. Use only the space(s) reserved. No room hopping.
- The ministry leader or member designee, must attend the event, monitor the activities and oversee cleanup so the building is returned to its original condition or better. Clean up: Use damp paper towel or cloth to wipe up sink areas. Check floors for litter and spills. Empty all trash cans, placing full bags in dumpster.
- There may be a need to cancel the room reservation for an unanticipated all-church event, such as a funeral, special prayer gathering, etc. In these cases the all-church events will take precedence over any other scheduled event. The CLCBC reserves the right to deny requests contrary to mission and vision of church.

"I have read this policy and agree to comply completely with it."

(Signature of Ministry Leader/Member)

(Date)

This supersedes all previous issues of the Building Policy for the use of the CLCBC facilities.

OUTSIDE GROUP USE

Chain of Lakes Community Bible Church Policy of the Elder Board

Building Policy

We believe that God has provided us with wonderful facilities here at CLCBC that He intends us to use for His glory and the good of the community. In that spirit, we want to make these facilities available to both CLCBC ministries and outside groups that have a member sponsor.

OUTSIDE GROUP USE:

Requires a member sponsor and is subject to the following conditions:

- Desired meeting dates and times must receive approval from the Main Office before scheduling or promoting any event. Use only the space(s) reserved. No room hopping.
- Reserve the use of the room(s) and/or equipment no more than 2 months in advance and no more than twice per month without the permission of the elders.
- Accept responsibility for the building and equipment by attending the event, monitoring the activities and overseeing the cleanup at the end so that everything is left in the condition it was in prior to the event. Clean up: Use damp paper towel or cloth to wipe up sink areas. Check floors for litter and spills. Empty all trash cans, placing full bags in dumpster.
- Consider obtaining an insurance waiver if the scheduled activity is of a physical nature where there is risk of injury and possible liability. While the church has secured proper insurance in the event of such an occurrence, the member probably has not and should consider doing so to protect against personal liability.
- The building must be used for purposes in keeping with the glory of God, the good of the community and the policies of this church, including the child protection and controlled substances policies. **All children under the age of 18 must be supervised by a parent or authorized adult and may not be left unattended in any room.**
- At times a **fee** will be charged if there are added costs to the church for supplies, clean-up and/or additional staffing. The member will be notified of these charges when making the room reservation.
- There may be a **need to cancel the room reservation** for an unanticipated all-church event such as a funeral, special prayer gathering, etc. In these cases the all-church events will take precedence over any other scheduled event. The CLCBC reserves the right to deny requests contrary to mission and vision of church.

"I have read this policy and agree to comply completely with it."

(Signature of Member)

(Signature of Group Leader)

(Date)