

Facility Use Request Form



Please return completed form to **facility manager** at the Welcome Center as far in advance of requested date as possible in order to confirm availability of the facility.

_____/_____/_____
 Name of Responsible Party Date

Address: _____ Home Phone#: (____) _____

Date(s) Requested: _____ Cell #: (____) _____

If recurring-Start Date: ____/____/____ End Date: ____/____/____

Time of Event: Begins @: _____ Ends @: _____

Destiny member or regular attendee who will be present: _____

I have access to the building (key/temporary security code) I will need access to the building

Facilities needed (Please check all that you need to use.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Main Sanctuary | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Preschool Room | <input type="checkbox"/> Outside patio |

Equipment Needed

- | | | |
|--|---|---|
| <input type="checkbox"/> *TV/Media equipment | <input type="checkbox"/> *Sound system | <input type="checkbox"/> Coffee Pot(s) |
| <input type="checkbox"/> Round table(s) | <input type="checkbox"/> Rectangle table(s) | <input type="checkbox"/> Folding Chairs |

***Any event which requires use of sound equipment, must use trained Destiny Church media personnel. See applicable fees associated with this need on page 2.**

Description of event:

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> wedding | <input type="checkbox"/> bridal shower | <input type="checkbox"/> small group |
| <input type="checkbox"/> funeral | <input type="checkbox"/> baby shower | <input type="checkbox"/> meeting for: _____ |

Estimated number of people to attend: _____

Use Guidelines: Signatures indicates acceptance of all applicable fees and guidelines.

The person/organization requesting use of church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the facility manager.

*The group or individual using the facility is responsible for event set-up, clean-up, and return-to-normal set-up of the facility.

(*See "Cleaning/Resetting Responsibilities & Kitchen Etiquette" —page 2)

_____/_____/_____
 Signature of Responsible Party Date

_____/_____/_____
 Signature of Pastor Date of Approval

FOR OFFICE USE ONLY
DEPOSIT: \$ _____
Media: \$ _____
Facility Manager: \$ _____
Total Fees: \$ _____
Building inspected by: _____
Comments: _____ _____
Amount refunded: \$ _____
on: ____/____/____
Check #: _____

Fees

- Destiny Church facilities are available only to members, regular attendees and affiliates of Destiny Church.
- Our goal is to make Destiny Church as affordable to groups/individuals as possible. However, there are costs that must be passed on to the parties using the facility.
- **\$100 deposit** is due with this application. **(The facility cannot be reserved without a deposit.)***
- **\$50 Media Fee**—for the use of sound equipment if needed. (Media personnel will be provided by Destiny Church and will remain onsite during event. Media will be operated by Destiny personnel only.)
- After the event, \$50 (or half of the deposit) may be refunded via mail to the responsible party once facility is checked by facility manager. *(If for any reason Destiny has to assume any major cleaning after the event, the deposit will be forfeited.)*
- Checks should be made payable to DESTINY CHURCH.

Cleaning/Resetting Responsibilities

Please note that it is the responsibility of the group or individual using the facility to set-up, clean-up and return-to-normal set-up after the approved event or activity.

- Collect all garbage from all areas used into bags and deposit in the large garbage can located behind building.
- Wipe off tables. If food or drink is involved, wipe all tables using a mild soap and water solution. If stains occur, please notify facility manager so correct cleaning solutions can be used to remove stains.
- Return all tables, chairs and other equipment to their proper places.
- Sweep, mop and vacuum floors as needed. Report any damage to equipment or property to facility manager.
- Remove any items put up or set out in connection with your event.
- If the building is not in use when finished, please ensure all doors are locked, windows are closed and lights are off. (Follow the exit instructions as given by the facility manager.)

**All necessary cleaning supplies/equipment will be in the kitchen. Please return these to the kitchen when you have finished using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly*

Kitchen Etiquette

- There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the facility manager before you bring your supplies to the kitchen.
- Please return items to designated cabinets. Cabinets are labeled for your convenience.
- Please take home all food and beverage items. We have limited space to store these in our refrigerator.
- **Clean-up:** Please wash all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. **Leave used dish cloths and towels in the sink.** They will be picked up and laundered. Trash should be deposited in the garbage can located behind building.

In the Event of an Emergency

- For fire/medical/disturbance, call 911. Our physical location is 28186 B Hwy. 98 | Daphne, AL.
- For facility related emergencies, call the facility manager @_____.

Thank you for your cooperation.

If you have any questions, please contact the facility manager, Maxi Ryals, at maxi.ryals@ourdestinychurch.com.