



8520 State Street – Citronelle, AL 36522  
office: 251-866-5793 fax: 251-866-5769 daycare: 251-866-2274  
www.restorationchurchcitronelle.com

### Facility Policy and Guidelines

The following guidelines have been approved by the Church and are to be followed for the usage of any of the Church's facilities and/or its property.

All applications are available outside of the church office or in the church information center.

Please fill out all applicable sections of the form, especially contact person(s) and phone number(s), as well as provide alternate dates for your event should your first date be unavailable.

All completed applications should be returned to the box outside of the church office, or given to a member of the church staff for proper processing.

All events are booked on a first come, first serve basis, and are prioritized by the completed application date.

At least a two-week notice must be provided prior to the scheduling of an event. This allows the scheduling of proper equipment and/or personnel.

Please notify on this application any additional calendar time which may be required for the following: deliveries, prep time, set-up time and/or clean-up time required.

Only after the event is CONFIRMED by the Church staff will the event be placed on the calendar.

Church events take priority over outside events. Should a funeral arise of a church member the facilities may take precedence for the family of the deceased rather than the event. However, this must be approved by the Facilities Committee and the Church staff.

Once your application has been processed, a church representative will contact you either confirming your event, or to discuss any changes. This process may take a couple of days.

All events must provide their own paper products (i.e. plates, cups, napkins, etc.)

No large events such as weddings are to be scheduled during the weekend prior to or following Christmas or the Good Friday/Easter Sunday weekend or Vacation Bible School in June.

### DECORATING AND SET-UP

- Use of nails or tacks is NOT permitted
- Decorations to walls or chairs may only be fastened with ribbons, transparent/scotch type tape or 3M Removable Command Strips.
- Candles should be drip-less and carpet/flooring around candle holder should be covered with a protective sheeting, i.e. plastic drop cloth
- All decorations should be removed from the building/ premises immediately following the event.
- Decorating/ set-up should be done during church office hours or by special arrangement at the time of the application.

### CODE OF CONDUCT

- NO smoking is permitted in any buildings or grounds.
- NO alcoholic beverages will be served or allowed on the premises.
- NO illegal activity will be tolerated on our grounds!
- NO rice or confetti may be used in the buildings or grounds. Birdseed is allowed outside.
- Adult supervision is required of all MINORS.
- Please clean up all messes and ensure that all trash is picked up.

### AUDIO/ VIDEO/ LIGHTING

- Only a current member of our AV team can operate any church equipment.
- No outside equipment will be allowed to tie into our equipment, unless a member of the AV team knows how and is present at the event.
- The scheduling for AVL needs is to be done through the application process, not by contacting any staff or AV Committee members directly.

### WEDDINGS

Couples that desire to be married in our facilities must have pre-marital counseling with our Pastor prior to the service, regardless of who is to officiate the wedding.

### FEE SCHEDULE

Checks to cover fees must be submitted with your completed application. If it is determined during the application process that additional fees are required, they must be paid before the event is booked on the church calendar.

Fee schedule is for the use of auditorium/ sanctuary/ worship center by members and outside events:

1. Facility use fee (per-day)*	\$100
2. Damage/ Cleaning deposit**	\$200
3. Church Musician	\$75
4. Audio/ Video/ Lighting Technician	\$75

\*The facility use fees are to offset the cost of utilities (lights, water, AC/Heat) and the use of our equipment. There is no facilities fee for church members, unless the Worship Center/ Sanctuary is needed. In that case the rental would be \$100.

\*\*The damage/ cleaning deposit will be refunded by the finance secretary usually within one week after the event after inspection approval by a facilities committee member or designated person, that there is no damage to the facilities and that the facilities have been cleaned properly. This includes bathrooms and any adjacent areas used for set-up/ take down. The facilities are loaned to you in good and clean condition and should be returned that way.



RESTORATION CHURCH

FACILITY REQUEST FORM

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Please complete the entire form and provide payment if required. After the form has been completed entirely please return the form and payment to a staff member or leave items in the box outside of church office door. Your date is not reserved until this form has been approved.

TODAY'S Date:
(Group or Individual(s) requesting use)

Mailing Address:

Phone #: Phone #:

\*First Date(s) Requested: / /20

\*Alternate Date(s) Requested: / /20

\*Time of day: Begin: am/pm End: am/pm

Are you a member of Restoration Church?

Name of event: Estimated Attendance:

Type of event: Wedding Party Reception Meeting Other:

\*Additional Set-up time required? SAME DAY OTHER:

\*Heat and air controls must be coordinated so please designate appropriate dates and times

Location/ Room Request: Worship Center Fellowship Hall Kitchen Youth Facility Classroom(s) How many?

EVENT REQUIREMENTS (please check all that apply and write in a name of instrument if applicable)
Church staff Furniture Audio/ Visual/ Lighting
Pastor Tables Recorded Music
Musician request: Chairs Video Presentation
A/V Staff: Stage Microphones
Other: Other: Lighting

Additional requests or remarks:

The person/organization requesting the use of Restoration Church facilities hereby absolves the church, its Pastor, leadership, or members, 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. I have read and understand the rules, fees, and guidelines presented and agree to abide by them as written.

Signature of Responsible Person(s) Date:
Printed Name(s)

For office use only:
Approved by: Date:
CC: (Facilities Committee) (Church Staff) (Building and Grounds Committee) (Ministry Coordinator) (Other)

Responsibilities after Building Use

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

- 1. Collect all garbage into bags and bring it out to the dumpster.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
3. Return all tables, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct locations. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly.
6. If the building is not in use when finished, please check that all doors are locked, and lights are off

Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

KITCHEN ETIQUETTE

- 1. You will need to bring your own paper plates, cups, napkins etc.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these in our refrigerator.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen.