

Church Facilities Use Request Form

A church's facility is part of her message and testimony to the community. Because of this, it is important that all uses of the church facility meet the expectations placed upon her as "The Bride of Christ" (2 Corinthians 11:2, Revelation 19:7-9). While the building itself is not sacred, what the building represents is. The Church is "a city on a hill" calling the community to Jesus Christ.

1. The Adams Farm Community Church (AFCC) facilities are to be used for the purpose of ministering to the spiritual, religious, charitable, educational, and/or familial needs of its church members and through its members, the community.
2. Facilities may only be rented or reserved by AFCC members in good standing or the staff of AFCC Christian Preschool.
3. Facilities may only be rented or reserved for the purposes of non-members or non-member organizations when sponsored by AFCC members in good standing or the staff of AFCC Christian Preschool. The AFCC member or Preschool staff member is then responsible for the building rental and associated deposits or fees.
4. When facilities are requested for use in regard to Weddings, Funerals, Concerts, Speeches, or Artistic presentations, such events must be approved by the AFCC Session and shall be in harmony with the mission of AFCC and/or *ARP Book of Worship*.



Rev. Dr. Brian Howard

5113 Mackay Road • Jamestown, North Carolina 27282 • 336-292-4565 • admin@adamfarmchurch.com

Date of Request: _____

Name of Organization or Individual: _____

Address: _____

Phone Number: _____ Are you a member in good standing at AFCC? Yes____ No____.

If no, who is your sponsoring member? Name:_____ Phone:_____

Date and Time Needed: _____ Approximate # of People Expected: _____

Reason for Use: _____

Will tables/chairs be required? Yes ____ No ____ If yes, how many? _____
If yes, you will need a team in place to take down and set up chairs and tables.

What space will you use: (sanctuary? classrooms? field?) _____

HVAC Requirements (Sanctuary Use Only): Start Time _____ End Time _____

Audio/Video Requirements: Yes ____ No ____

If yes, please fill out the Audio/Video Request form. (A member of the Audio/Video Team must be present before equipment is used.) (Requestor must be trained by the AV person before the equipment can be used.)

There will be a fee of up to \$150 to use the church building to cover cleaning and rental fee. (pro-rated according to space used)

There's also a \$100 refundable deposit needed to secure the dates and times on the church calendar. (This deposit will be returned within two weeks if the facilities are left in the condition they are found and there are no damages.)

(The above fees are waived for AFCC members – they are responsible for cleaning up and leaving the premises in the condition they found them).

I also understand that I am responsible for the cost of replacement or repair of any items lost, stolen or damaged by me or my guests during the rental period. I agree that the deposit may be used to pay for any damage and I also agree to pay Adams Farm Community Church for the costs of any damaged or missing items, in excess of the deposit, immediately upon request and understand that I am responsible for attorney fees and collection costs should I fail to do so.

Signature _____

Date: _____

OFFICE USE ONLY

Deacon responsible for opening building _____

Deacon responsible for check-out and closing _____