

Facility Usage Policy

Policies for All Activities at Beacon Church Facilities...

- *Approval process:* Once you submit this “Facilities Usage Request Form”, your request will be processed by our Facility Manager and our Office Administration. You will be notified of the approval status within a timely manner.
- *Clean up:* After your activity, please clean up and return all equipment to where it was when you arrived. Unless other arrangements have been made, trash should be removed and placed in the dumpster outside. If the Kitchen is being used, all food should be removed, counters cleaned, trash removed, floor swept, and everything washed and put away. Although they should not be left, any food items that are left more than 24 hours may be discarded.
- *Changes to your activity after approval?* If your activity is approved, but you find the need to make changes later, you **MUST** contact the Beacon Church Office within 24 hours to communicate and have these changes approved.
- Smoking is prohibited in the building and alcohol is not permitted on church property.

Additional Policies for non-Beacon Church Ministry related activities Only...

(Other organizations, personal events, weddings, funerals, etc.)

- *Media technicians available:* If requested or required, Media Technicians are available for \$50 per hour, including the time needed for setup, practice, and breakdown. Payment to the technician must be made at the time of service.
- If requested or required, due to areas not being properly cleaned or items not returned to their proper place, a cleaning fee may need to be assessed. This fee will be determined on a case by case basis, but it may be up to \$150 per section.
- For “outside organizations” requesting facility usage, you must supply a current Certificate of Insurance. The Certificate of Insurance will be verified with the insurance company.
- Facility usage will be charged at the rate of \$75 per hour. Payment will be made directly to Beacon Church. Please remember to include set-up and break-down time when making your facility request.

Beacon Evangelical Free Church
420 S 6th Ave
Galloway, NJ 08205
609-748-0001
beaconinfo@beaconefc.org
www.beaconefc.org

Facility Usage

This form is available for download, or can be completed online at www.beaconefc.org/forms.

Your Name:	
Organization: (if applicable)	
Phone:	
Email:	
Name of Activity:	
Today's Date:	
Date/s of Activities:	
Clock Time/s of Actual Activities:	
Clock Time/s of Activities: (Including setup and break down time)	
Should this activity be added to the publicly shared Church Calendar at www.beaconefc.org?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> I AM NOT SURE

Room Requests...		Equipment Requests...	
<input type="radio"/> Sanctuary <input type="radio"/> First Look <input type="radio"/> Coffee House <input type="radio"/> Upper Room <input type="radio"/> Grace Room <input type="radio"/> Genesis Room <input type="radio"/> Prayer Room <input type="radio"/> Kitchen <input type="radio"/> Other:	Share ROOM details please... (food/beverage/quantities)	<input type="radio"/> Chairs <input type="radio"/> Tables <input type="radio"/> TV <input type="radio"/> DVD <input type="radio"/> Computer <input type="radio"/> Microphone/s <input type="radio"/> Media Projection <input type="radio"/> Other:	Share EQUIPMENT details please... (vocal/music/PowerPoint)

What Services are you requesting? (You may choose more than one.)

- We will cleanup and put away all equipment.
- We are requesting cleaning services and understand we may be charged up to \$150 per section.
- We are requesting a media tech. We will be charged \$50/hour, including setup, practice, and breakdown.

By signing this I am stating that I am willing to adhere to all policies and procedures pertaining to the use of this facility. I will assume responsibility for enforcing these policies during our use.

Print Name _____ Signature _____

OFFICIAL USE ONLY

<i>Facility Manager...</i>	<i>Office Administration...</i>
Facility Manager Approval <input type="radio"/> YES <input type="radio"/> NO	Office Approval? <input type="radio"/> YES <input type="radio"/> NO
Date/Room Available? <input type="radio"/> YES <input type="radio"/> NO	Posted to Church Calendar (Public/Private) <input type="radio"/> YES <input type="radio"/> NO
Media Tech Requested <input type="radio"/> YES <input type="radio"/> NO	Form Submitter Notified? <input type="radio"/> YES <input type="radio"/> NO