

Grace Covenant Church

Application for Use of Church Facilities

The following days and times are NOT available for use:

North Bldg: M-F 6am – 6:30pm; Wed. 6:00pm to 10pm; Thurs. 6:30pm – 9:30pm; Fri. 6:30pm – 10pm;
Sat. before 9:00am; Sun. before 2:30pm.
South Bldg upstairs: Mon & Tue Classroom 104 2:30pm – 9pm; Wed. 5pm – 10pm (Entire upstairs and downstairs);
Fri. Classroom 103 6:30pm – 10pm

Please fill out form completely. If your request is within 7 days of requested use, you will be notified by phone. If your request is more than 7 days out, then you will be notified by email.

Date of Application _____ Requested Date(s) _____

Circle Facility Needed: (see reverse side for map) North Bldg. Worship Center and Kitchen;
South Bldg. Upstairs (Classroom: 101, 102,103,104, 105, 106, 107); South Bldg. Downstairs D-108

Name of Group or Event: _____ Description of Event: _____

Requested Time: _____ Start Time: _____ End Time: _____ Single Event? (Yes/No)

Regularly scheduled program? (Yes/No) List recurring dates: _____ Will Kitchen be used? (Yes/No)

Will food, drinks or snacks be used? (Yes/No) Give detail: _____

Will you need tables and chairs? (Yes/No) If yes, how many of each? Tables: _____ Chairs: _____

Will childcare or use of nursery be required? (Yes/No) List age(s) _____ Number(s) _____

Contact Information:

Main Contact: _____ 2nd Contact: _____

Email: _____ Email: _____

Phone: _____ Cell: _____ Phone: _____ Cell: _____

If there is a member of our church who is also a member of the applying group and who will accept responsibility for directing the proper use of the facilities, please list here: _____

Please read carefully before signing. All functions at Grace Covenant Church must comply with church **Facility Use Policy and Regulations** (available on website). At no time should alcohol, tobacco, drugs or firearms be allowed on church property. If a conflict occurs with your event date and time, you will be notified as soon as possible. All setup, teardown and cleanup will be provided by you and time allowed for this should be taken into account unless other arrangements have been made. Any questions should be directed to Larry Cardenas at 303-988-7505 x12.

I hereby understand that until verbal or written confirmation is given, my request has not been accepted. If accepted, I understand that I am bound by the church **Facility Use Policy and Regulations***. *(A signed copy is required) I agree to leave the facilities in the same or better condition than prior to event usage.

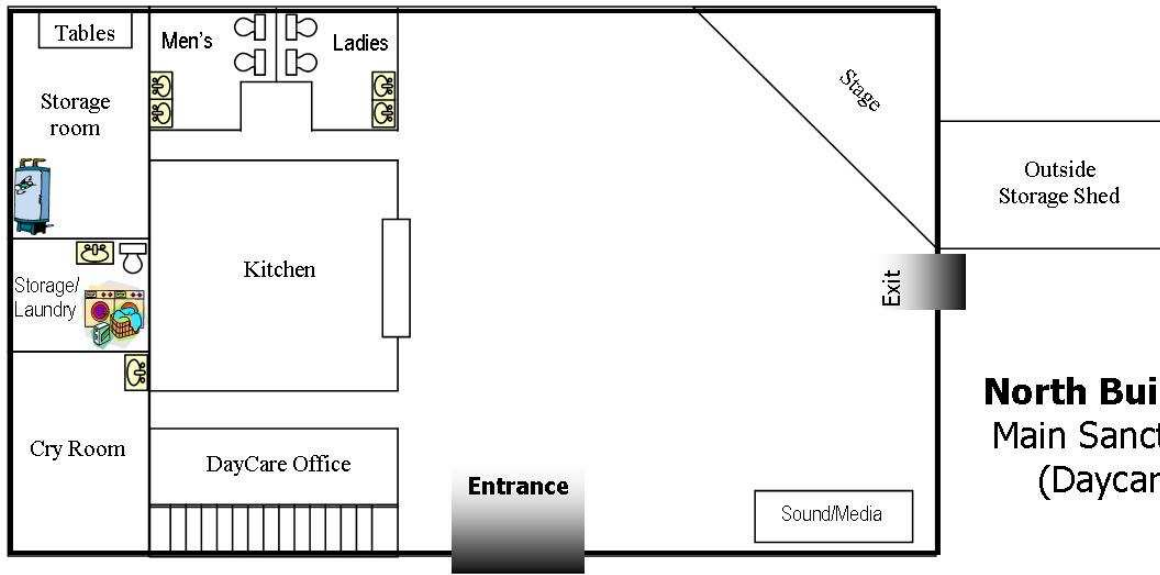
Signature: _____ Date: _____

Date Received: _____ Is Date Available? (Yes/No) Communication given? (Yes/No) Church member? _____

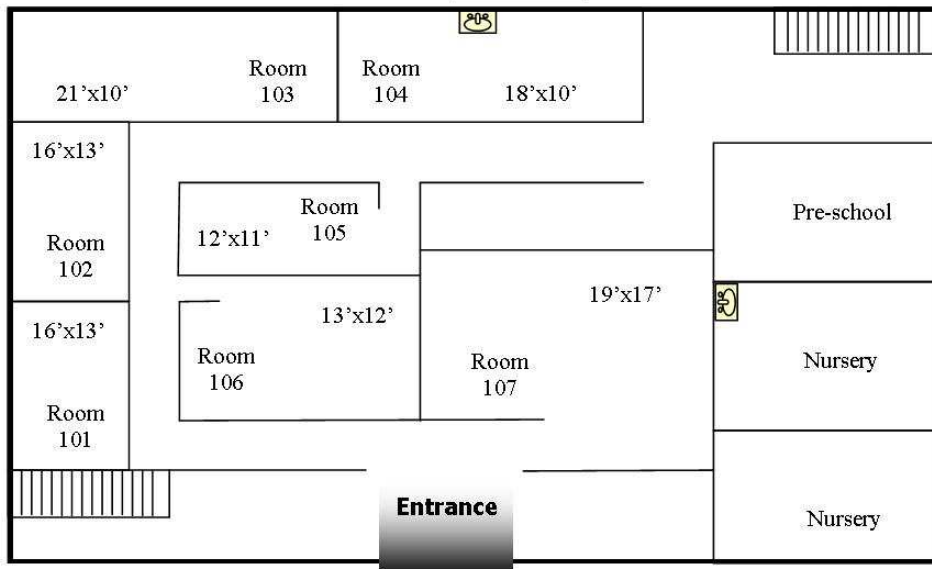
Event on Calendar? (Yes/No) Key given? (Yes/No) Date Key given? _____ Date Key Returned? _____

Building use fee amount? _____ Special Notes: _____

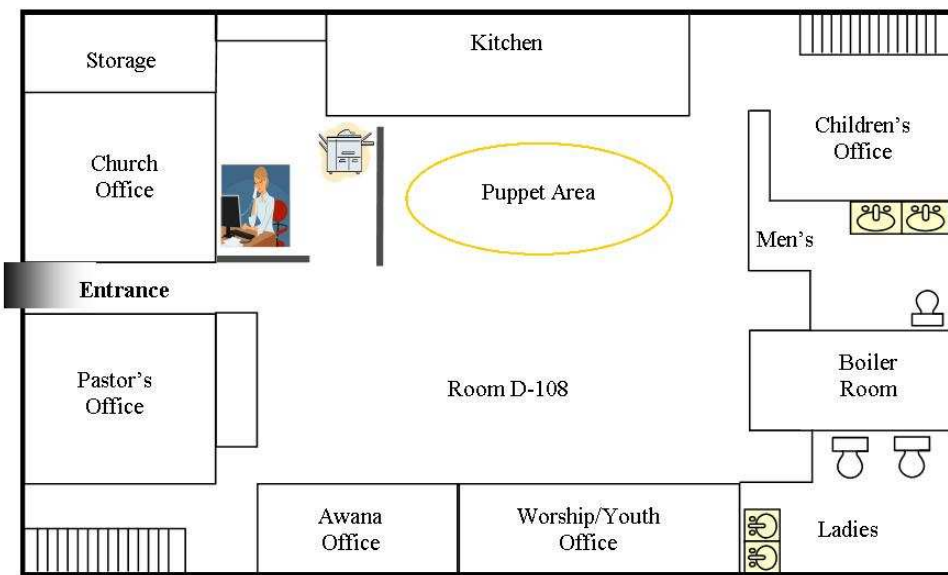
Approval given by _____ Date Approved _____



**North Building
Main Sanctuary
(Daycare)**



**South Building
Upper Level**



**South Building
Lower Level**