

# Grace Covenant Church

## Application for Use of Church Facilities

**The following days and times are NOT available for use:**

**North Bldg:** Wed. 6:00pm to 10pm; Thurs. 6:30pm – 9:30pm; Fri. 6:30pm – 10pm;  
Sat. before 10:00am; Sun. before 2:30pm.  
**South Bldg upstairs:** 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: \_\_\_\_\_ 2<sup>nd</sup> 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 \_\_\_\_\_

