

## FACILITIES USE REQUEST FORM

Please submit all requests to [office@wholeword.net](mailto:office@wholeword.net) or printed to the Whole Word Fellowship church office. Requests may also be filled out online at <https://www.wholeword.net/facilities-use-request>. Please allow up to five (5) business days for Facilities Requests to process.

**Name** \_\_\_\_\_ **Name of Organization** \_\_\_\_\_  
*Primary point of contact*

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Event** \_\_\_\_\_  
*Name and brief description of event*

**Date(s) Requested** \_\_\_\_\_

**Start Time** (including set-up) \_\_\_\_\_ **End Time** (including clean-up) \_\_\_\_\_

**Number of People Expected** \_\_\_\_\_

**Rooms and/or Areas Needed on Campus** Check all needed.

**MAIN BUILDING**

- Entire Building
- Main Sanctuary\*
- Fellowship Hall
- Nursery
- Green Room
- Other \_\_\_\_\_

**CABIN**

- Entire Building
- Chapel\*
- Cabin Library
- Hearthstone Room

**OUTSIDE**

- Field
- Hearthstone Room Patio
- Playground
- Main Parking Lot
- The Glade

**\*A/V needed?** Including but not limited to: speakers and sound system, projectors and TVs, camera, computers, platform lights, livestreaming, and ProPresenter in the Main Sanctuary and Cabin Chapel.

**I will provide my own Sound and Media Tech.** \$500 advance security deposit required.

**Sound Tech needed?** Subject to availability, Whole Word Fellowship will seek to provide an approved Sound Tech for \$100/hr. Payment is made directly to the Sound Tech.

**Media Tech(s) needed?** Subject to availability, Whole Word Fellowship will seek to provide an approved Media Tech for \$80/hr. Payment is made directly to the Media Tech(s).

**KEYS**

- I have access (keys and codes) to the church building and campus.
- I need access (keys and codes) to the church building and campus.

**Any Special Needs and/or Additional Comments**

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**GENERAL PROCEDURES AND GUIDELINES FOR FACILITY USAGE**

- All reserved rooms and areas must be returned to how it was found, including all chairs, tables, furniture, and A/V equipment.
- Equipment, supplies, or personal effects cannot be stored or left in rooms before or after use.
- No items and equipment from the Production Area and the Platform of the Main Sanctuary and Cabin Chapel are to be moved or rearranged.
- All trash must be emptied and thrown out to the dumpster located in the main parking lot.
- Room(s) must be vacuumed if food was consumed, or other debris is left on the floor.
- All lights and other electronic equipment must be turned off after use.
- Please lock all doors when finished and lock the front gate if no one else is still on the church campus.
- If the church building requires additional cleaning after your event, a minimum cleaning fee of \$250 will be applied for your usage.

**MAIN SANCTUARY AND CABIN CHAPEL A/V EQUIPMENT USAGE GUIDELINES**

- There is a mandatory \$500 advance security deposit for any use of the A/V equipment in the Main Sanctuary and Cabin Chapel without a Whole Word Fellowship appointed Sound or Media Tech. Failure to return all the A/V equipment to its original state and position will result in 100% forfeiture of the security deposit.
- If Sound or Media Tech assistance is needed, Whole Word Fellowship will seek to provide an approved Sound and/or Media Tech(s), subject to availability. If needed tech(s) are unavailable, the requested event cannot be approved. The standard rate for Sound Tech is \$100/hr and Media is \$80/hr. Payment is made directly to the Tech(s).
- No A/V equipment, including instruments, microphones, music stands, cables and wires, computers, cameras are to be moved or rearranged from the Platform or Production area.

The submission and signature of this Facilities Use Request Form indicates the agreement to the terms and conditions for the use of room(s) and/or space(s) at Whole Word Fellowship. Failure to comply in whole or in part will result in the addition of service fee(s), forfeiture of the security deposit and/or the use for future events.

Signed \_\_\_\_\_ Date \_\_\_\_\_

<p><b>For Office Use Only</b> 112823</p> <p>Date Received ____ / ____ / ____ Signature _____</p> <p>Approval Yes   No</p> <p>Sound ____</p> <p>Sound Tech: _____</p> <p>Media ____</p> <p>Media Tech(s): _____</p>
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