



POWMINE

# FACILITY USE REQUEST FORM

Church: Powermine Int'l Ministries

Name of Person/Group Booking Event: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Email \_\_\_\_\_

Date Required: \_\_\_\_\_

Month Date Year S M T W TH F S

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From  AM to  AM Event Start Time: \_\_\_\_\_  
 PM  PM

Rehearsal time required?  Yes Date and time: \_\_\_\_\_  No

Please explain activity to be held:

\_\_\_\_\_  
 \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

Member or regular attender who will be present: \_\_\_\_\_

I have access to the building (key). Yes/ No

**Sound System and PowerPoint:** If the use of the audio/visuals systems and/or PowerPoint is required, the church representative will direct you to a person who is qualified to run both systems.

**Indicate Items required for this event (Put a check mark before each item)**

- |                                 |                    |
|---------------------------------|--------------------|
| _____ Keyboard                  | _____ TV/VCR       |
| _____ Overhead Projector/Screen | _____ Guitars/Amps |
| _____ Speakers/Mics             | _____ Storage      |
| _____ Camera/laptops            | _____ Chairs       |
| _____ Drums                     | _____ Podium/Dais  |
|                                 | _____ Stage        |

Revised: \_\_\_\_\_

**Fees:**

A 50/hr facility usage fee shall be applied to all approved requests.

## Responsibilities after Building Use

---

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. This church is a smoke-free building.
2. Collect all garbage into bags and bring it out to the dumpster located by the garage.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up. (Verify all door locks are properly latched before leaving the building.)
7. All requests shall be considered based on existing church calendar and programs to avoid conflict.
6. All bookings and arrangements must be made through the church Representative at least **two weeks** prior to the event.
7. Cancellation: A full refund will be given if cancellation notice has been given 1 week prior to the event. Anything less than 1 week notice, one-half of the payment will be refunded.

---

### Usage AGREEMENT

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

**Note:** Signature of this form indicates acceptance of all applicable fees, agreements and guidelines

Individual/Group Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For office use only:***

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CC:**

\_\_\_ (Custodian)    \_\_\_ (Office)    \_\_\_ (Building)    \_\_\_ (Ministry Coordinator)    \_\_\_ (Other)

Revised: \_\_\_\_\_

**Contact:** Church rep @ 204 227 0686 for your further enquiries.