



### General Facility Usage Request Form

*Complete both sides of this form and return it to the Mission Covenant Church (MCC) office with applicable fees to secure the requested date(s)*

**Please Print**

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Day(s)/Date(s) Requested

\_\_\_\_\_  
Group/Individual Making Request

From \_\_\_\_\_ To \_\_\_\_\_  
Specific Time Facility is Needed

\_\_\_\_\_  
Address

From \_\_\_\_\_ To \_\_\_\_\_  
Actual Time of Event/Activity

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone and/or Email Where You May Be Reached

**Description of Event/Activity**

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

**Specific Room(s) Requested**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Classroom(s) Number Requested _____ | <input type="checkbox"/> Showers                  | <input type="checkbox"/> Library     |
| <input type="checkbox"/> Fellowship Hall                     | <input type="checkbox"/> Stage                    | <input type="checkbox"/> Sanctuary   |
| <input type="checkbox"/> Gym                                 | <input type="checkbox"/> Food Prep Kitchen*       | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Climbing Wall                       | <input type="checkbox"/> Fellowship Hall Kitchen* |                                      |

\*If a kitchen will be used for cooking or food preparation, a Serve Safe Certified Kitchen Supervisor must be present.  
 \*If using a kitchen, which Serve Safe Certified Kitchen Supervisor or Host will be on site? \_\_\_\_\_  
 \*If help is needed to find a Serve Safe Certified Kitchen Supervisor, please call the MCC office, 715-364-2738.  
 \*If food is being served that has been prepared off-site a Serve Safe Certified Kitchen Supervisor does not need to be appointed from Mission Covenant Church.

**Detailed Set Up and/or Resources Requested from MCC**

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

(over)

**Agreement for Use**

All regular MCC and MCC-sponsored activities shall have priority in scheduling the use of the facility. Facility fees will be charged in accordance with the category of the group/individual making the request. Fees may be adjusted/waived at the discretion of the Facility Usage Coordinator, Executive Pastor, or Council.

**It is understood that**

- The designated adult MCC host is required to be present on site during the entire event/activity.
- Neither MCC nor its staff/volunteers are liable for injuries incurred during the use of the facility, nor are they responsible for lost or stolen articles.
- The adult host assumes responsibility for the care of the facility. If any damages are incurred, the leader/host/organization will be held financially responsible to compensate MCC.
- If the facility is used for a rummage sale, all items that were not sold must be removed from the facility before the host may leave.
- If liability insurance is required, please attach documentation to this form.
- For Friday or Saturday events using the MMC that the host will make arrangements to have the chairs set up for Sunday Services.
- The adult host assumes responsibility for supervising children during the event.
- The adult host has read and agrees to abide by the Facility Usage Policy of Mission Covenant Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Refundable Cleaning/Damage Deposit**

Gym	\$100.00
Fellowship Hall	\$ 20.00
Classrooms	\$ 20.00 each
Serving Kitchen	\$100.00
Food Service Kitchen	\$100.00
Sanctuary	\$ 75.00

required, the fee is \$20 per hour. These amounts will be deducted from the Refundable Damage Deposit.

**Miscellaneous Services**

Sound Tech	\$20.00 per hour
Kitchen Supervisor	\$20.00 per hour

**Custodial Services**

For Sunday–Friday daytime events/activities, no custodial fees will be assessed if the group/individual assists with clean up after the event/activity.

A donation to cover the costs of utilities and supplies is appreciated.

For Friday evening and Saturday events/activities, if custodial services are required to ensure the facility is clean and ready for the weekend worship services, the custodial fee is a minimum of \$70 for up to two hours. If additional cleaning is

If MCC’s disposable plates, cups, napkins, etc. are used, please replace them.

Host \_\_\_\_\_ Alternate \_\_\_\_\_

Name of Person with Key responsible to open facility for event \_\_\_\_\_

**For Office Use Only**

Date/Time Received \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Needed Personnel Assigned and Notified

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

- Insurance Documentation Required
- Approved—Total Amount Due: \$ \_\_\_\_\_
- Denied

- Insurance Documentation Received
- Fees Waived
- Host will Arrange for Chair Set-up in MMC