



KING STREET CHURCH

Facilities Request Form: Private Events

56 N. Second St, Chambersburg, PA 17201
 Phone: (717) 264-4651 | Fax: (717) 264-9408
www.kingstreetchurch.com
 Email: announcements@kschurch.org

CONTACT INFORMATION: *List the person who will be responsible for organizing the event, and **will be responsible for any damage to the facility/equipment. Deposit may be required.***

Name: _____
First Last Organization, if Applicable

Address: _____
City State Zip

Phone (List 2): _____
 Home Work Cell Home Work Cell

Email: _____

Status at KSC: Partner Attender Related to Partner/Attender: _____ Not Affiliated with KSC

If the requested use is by an organization not affiliated with the church, please briefly state the organizations purpose and mission: _____
 _____ List organization's website, if any: _____

Purpose of Event (required); please be specific: _____

Date of Event: _____ Number of People Expected to Attend: _____

Please List Times: _____
Arrival (Set-Up) Event Start Event End Departure (AFTER Clean-Up)

If you would like to request to come an earlier DAY or TIME to drop off supplies/decorate/etc, please describe your needs: _____

FACILITIES/EQUIPMENT NEEDS: Church Building Ministry Center

Mark all applicable activities/ areas being requested:

TABLES/CHAIRS

Notes: Our round tables seat a maximum of 8 people. Also, the Ministry Center only has 8' rectangular tables.

- Tables Needed: specify quantity: _____
- Chairs Needed: specify quantity: _____

If you selected Tables/Chairs, please indicate SET-UP:

- We will set-up
- Please have custodians set-up for us (fee applies)

Please also indicate TEAR-DOWN:

- We will return the room to its original set-up.
- Please have custodians tear down for us (fee applies)

SPECIFIC ROOM REQUEST:

- Fellowship Room Baker Center Gym
- Student Ministry Center
- Other, please specify: _____

KITCHEN

- Kitchen – Limited Use – No Cooking
- Kitchen – Cooking and/or Food Prep *****KSC Staff REQUIRED TO BE PRESENT DURING USE*** (fee applies)**
- Caterer will be using Kitchen, list company/phone #: _____

SPORTS

- Gym (fee applies), list activity (basketball, volleyball, etc): _____

MUSIC

- Piano (limited availability, fees may apply)
- Sound System (fees apply – operator will be provided)
 - Microphones, specify quantity: _____

TECHNICAL EQUIPMENT

- Video Projection for: (fee applies, operator will be provided)
 - DVD Slide Show PowerPoint
- We are handling the presentation and will submit it to the office **at least one week in advance.**

OTHER: Please describe ANY OTHER needs: _____

FACILITY HOST: REQUIRED (fee applies)

- If your event does not have KSC representative participating (if available)

GENERAL: *Select One:* We are committed to cleaning the facility after our event, which includes floor cleaning, trash removal and restoring it to its pre-use condition.
 We would like the church custodians to clean the facility after our event (fees apply.)

STEP 1

- FULLY COMPLETE this form, and SIGN it, indicating that you have read/understand the Code of Conduct and Fee Schedule. *(You are welcome to contact the church office to inquire if your desired date/time/area is available.)*
- RETURN the form to the church office. *It is recommended that you submit your request as soon as possible.*

STEP 2

- The Ministry Staff will REVIEW your request at their next meeting. If they approve the event, they will CONFIRM a room/area based on your needs *(as described on the previous page.)*
- We will contact you to advise whether or not your request has been approved, and which room(s) have been confirmed for your use.

CODE OF CONDUCT

1. Parents/Leaders will be directly responsible for the supervision of children while using the church facilities. **All guests, including children, must be restricted to the area reserved for the event. Additional fees will be charged for all rooms used without prior approval. For safety reasons, guests are not permitted to have full access to the building.**
2. No alcoholic beverages, illegal drugs, tobacco products, or weapons will be allowed on any property of the King Street Church. It is further noted that no profanity or disorderly conduct will be tolerated. Enforcement of this guideline is the responsibility of the individual listed on the front of this sheet. Failure to enforce this guideline may result in termination of the event and/or forbidding of the organization's use in the future.
3. Playing of softball, baseball, football, or any other sport that may cause damage to the facility will not be allowed inside the church facilities.
4. All persons using the church facilities must be modestly dressed at all times.
5. All music in the church facilities must be appropriate and be played at a non-offensive level. Dancing and/or DJ's are not permitted.
6. Gaming of any kind (i.e. bingo, etc.) which includes the exchange of money will not be permitted in the church facilities.
7. The contact individual listed on the front of this sheet will assume all responsibility for any damage to the facility and proper cleanup after event.
8. Do not use nails, tacks, or cellophane tape to fasten temporary decorations, posters, etc. to walls, woodwork, or windows. Blue painter's tape may be used. ***NO GLITTER***

FEE SCHEDULE

General Fees:

One Classroom	\$12.00/hr	\$60.00/day
Fellowship Room or SMC Café	\$16.00/hr	\$80.00/day
Multi-Purpose Room (Gym)	\$28.00/hr	\$140.00/day
Baker Center Kitchen	\$24.00/hr	\$120.00/day

NOTES:

- *A day is considered 8 hours.*
- *The custodial fee for one classroom is \$12.00. For all other rooms it is \$32.00. This fee is REQUIRED for all events in the Fellowship Room, Multi-Purpose Room, or the SMC Café if food is served.*
- *Fee schedule based on actual event times*

Partners/Regular Attenders receive a 25% discount on ABOVE fees (no discount on custodial or support service fee).

Set-up and Tear Down For:

1-100 Persons	\$50.00
100-175 Persons	\$70.00
175-250 Persons	\$90.00
250-350 Persons	\$120.00
350+ Person	\$150.00

Support Services: *(if available)*

Sound System Operator	\$25.00 / hr
Light/ Projection Operator	\$25.00 / hr
Kitchen Host	\$25.00 / hr
Facility Host	\$25.00 / hr

Production/ Instrument Fees will be provided with approved application.
Fee scheduled based on preparation time as well as actual event times

STATEMENTS OF AGREEMENT

Code of Conduct Compliance Statement

I understand that KING STREET CHURCH is committed to hosting God-honoring events. I thereby agree to comply with the Code of Conduct as stated. I understand that the church leadership reserves the right to terminate any event, or evict any persons at any point before or during the event, if the group or persons violates the Code, destroys property, or causes a disturbance.

I understand that insurance coverage for accidental injury or sickness will not be provided by KING STREET CHURCH and I agree that our group will be responsible to provide our own insurance for the event, or otherwise pay for any medical expenses that might be incurred because of accident or illness. I hereby release KING STREET CHURCH, Chambersburg, Pennsylvania, its agents, employees, and volunteer workers from any liability for accidental injury and sickness that may occur to any persons belonging to the group as specified herein.

Proof of Insurance for Organizational Use: Certificate of Insurance with King Street Church named as additional insured in the amount of \$1,000,000 must accompany this application. Applicant/Person in Charge agrees to comply with all conditions as noted above, and on the additional pages of this application. Applications will not be considered until all documents are submitted.

Church Use Purpose Statement

The church’s facilities were provided through God’s benevolence and by the sacrificial generosity of church partners. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open for public use, we make our facilities available to approved non-partners as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the Governing Documents of the United Brethren in Christ denomination (www.ub.org.) Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all its property as holy and set apart to worship God.

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church’s faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church’s faith.

I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church’s facilities that contradict the beliefs of the church. I commit to promptly disclose any potential conflict which I am aware of or become aware of to the church staff.

3. I understand that the church does not allow its facilities to be generally available for public use, and that my use of these facilities is subject to the church’s approval, which is conditioned in part on my agreement to the requirements in the “Church Use Purpose Statement”, shown above of which I have read and understood.

4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

King Street Church Policy: King Street Church facilities may not be used for the purpose of raising monies for projects not related to some authorized activity of KSC or its mission, or for sales, fundraising, or promoting for individual profit. Church functions take precedence over any other activities in the use of facilities.

Cleaning charge: If the room is left dirty, or requires more than general cleanup, then a \$100 minimum cleaning fee will be due and payable within 10 working days, and before the facility can be used or rented again.

Technical Support: KSC will support church events. If technical support is needed for other users, we will attempt to recruit a technical support person; applicable fees will apply. Facility Host: If your event does not have KSC representation, a representative will be provided (if available), applicable fees will apply.

Hours of use: **Private Renters** must contain their use of KSC facility to hours between 8:00 AM and 9:00 p.m.

Applicant’s Signature _____ **Date:** _____

Business Manager _____ **Date:** _____

I hereby certify that I have read and agree to comply with the Purpose Statement and the Code of Conduct.

Signature: _____