

To Book a Private Function at Compelled Church:

1. You must be a member or very faithful attender of Compelled Church and be in attendance at the private function the entire time that the function will be occurring.
2. Events are booked at the sole discretion of the pastoral staff. This applies to all facilities.
3. Private functions will not be booked more than 4 months in advance of the event.
4. Contact the Church office during normal business hours (Monday – Thursday | 8:30AM – 4PM) with your request at 734.850.0051.
5. Complete this *Guidelines/Reservation Form* and return it to the Church office with the **rental fee of \$150** (cash or checks payable to Compelled Church).

Rental Guidelines

- Private functions can be reserved Fridays between the hours of 1pm-9pm or Sundays between the hours of 2pm-9pm. You must be cleaned up and out of the building by 10pm. Due to Compelled Church Events & Gatherings, we do not book private events on Saturdays.
- Only the Worship Center & Kitchen are available for private rentals.
- 20 round tables available, seat 6-8 per table. Multiple size banquet tables available.

Sound | Multi Media:

1. We do not allow the use of our multi-media equipment (projector, multi-media computer) for private rentals. We do have 2 free standing TV's with USB/flash drive capabilities that would be available for picture slide shows.
2. Use of any sound system is permitted for background music purpose only. Available options are Spotify or cds.
3. Please use the gym lights for the worship center (light switches are located outside the worship center doors). The use of the LED lights is not permitted.

The Person Signing this Facility Rental Form is responsible for the following:

1. The setup of all chairs and tables in accordance for the next Compelled event or Gathering. Please refer to the attached seating layout for weekend gatherings.
2. Please bring your own paper products, tableware, tablecloths, etc. Please do not use the churches' paper supplies, tablecloths or decor.
3. Please bring in your own drinks, coffee grounds and tea. You may use the churches' coffee maker and carafes. ***Please do not use soap in the carafes. They must be cleaned with water only.**
4. No one is allowed on the platform at any time and any damage to anything on the platform by guests or children will be the sole responsibility for replacement cost by the person reserving the room.
5. Please clean all serving spoons or items used and put them away before leaving the building.
6. All kitchen counters must be wiped and free from clutter.
7. All left-over food must be removed from the kitchen and the refrigerator.
8. All trash must be taken to the dumpster and new bags should be placed in the trash bins (please double bag all garbage bins in the worship center & lobby so they do not leak)
9. All decorations and items brought in for the function must be removed when the function is over.
10. For hanging décor on the walls, please use Command strips or painters tape. The use of Duct Tape or masking tape is prohibited as it damages the walls.
11. Alcoholic or tobacco products are prohibited on Compelled Church property. Firearms are also prohibited with or without a concealed weapons permit.
12. Animals are not permitted in the building at any time.
13. Social dancing is prohibited. DJ's are prohibited.
14. All secular music being played during the function must be pre-approved by the Church.

15. There is to be no selling of 50/50 raffle tickets.
16. There is to be no serving of red punch, red pop, or grape juice, or any drink that will stain the carpets.
17. If anything is damaged, it will be the responsibility of the undersigned to replace or fix it promptly.
18. Compelled Church Gatherings and activities have priority over private event rentals. Compelled Church reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

Our Event Coordinator, will be in contact with you once the event is approved. They will be the contact person for any questions you may have upon completing and returning this form to the Church office.

I have read and agree to the above guidelines:

Signature

Date

Printed Name

EVENT INFO

Reason for Event: _____

Date Requested: _____

Start Time of Event: _____ End Time of Event: _____

Date and Time for Decorating/Set-Up for Event: _____

Contact Name: _____ Contact Phone #: _____

Sound/Media Request

☐ Request for use of Free standing TV's