

BUILDING USE REQUEST FORM



strasburg community church

Thank you for considering using Strasburg Community Church for your event. Please fill out this form in its entirety and drop it off at the church office during normal business hours. In order to secure your reservation, a deposit must be secured with a check or cash, all other fees must be paid with credit/debit card. If you have any questions, please feel free to contact the church office.

OFFICE HOURS

M-Th, 8a-1p
303-622-4600

56155 SUNSET AVE.
STRASBURG, CO 80136

CONTACT INFORMATION OF PERSON WHO WILL BE RESPONSIBLE FOR EVENT

NAME

EMAIL

STREET ADDRESS

APT # / PO BOX

CITY

STATE

ZIP

WORK PHONE

MOBILE PHONE

ORGANIZATION (IF APPLICABLE)

☐ YES ☐ NO
NON-PROFIT

EVENT INFORMATION

☐ WEDDING ☐ FUNERAL/MEMORIAL SERVICE ☐ PRIVATE PARTY ☐ MEETING ☐ CONFERENCE

☐ OTHER: _____

HOW MANY PEOPLE DO YOU ANTICIPATE ATTENDING THIS EVENT _____

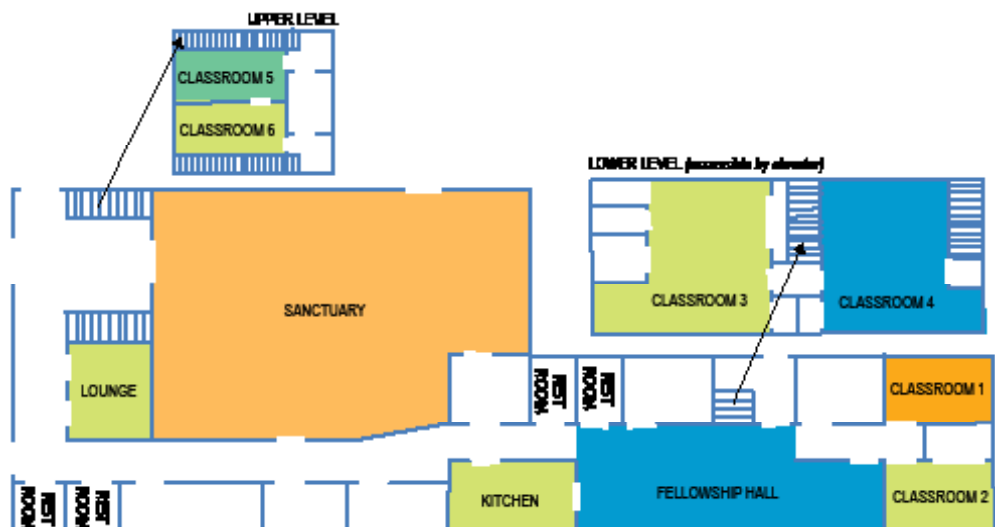
WHAT IS YOUR PREFERRED DATE FOR THE EVENT _____

TIME STARTING _____ AM / PM TIME ENDING _____ AM / PM (INCLUDING SETUP AND TEAR DOWN)

SPACES TO BE USED CHECK ALL THAT APPLY

- ☐ SANCTUARY
- ☐ LOUNGE
- ☐ KITCHEN
- ☐ FELLOWSHIP HALL
- ☐ CLASSROOM 1
- ☐ CLASSROOM 2
- ☐ CLASSROOM 3
- ☐ CLASSROOM 4
- ☐ CLASSROOM 5
- ☐ CLASSROOM 6

(use of lobby and restrooms is assumed)



SETUP ITEMS

TABLES _____ # CHAIRS _____ # ROOM _____

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(8' RECTANGULAR TABLES CAN ACCOMMODATE UP TO 8 PEOPLE)

WILL YOU NEED TO DECORATE THE SPACE(S) YOU ARE USING? ☐ YES ☐ NO

WILL THE CHURCH'S SOUND SYSTEM BE NEEDED FOR YOUR EVENT? (*sanctuary only*) ☐ YES ☐ NO

WILL THE CHURCH'S COMPUTER BE NEEDED FOR YOUR EVENT? (*sanctuary only*) ☐ YES ☐ NO

IF APPLICABLE, WILL YOU BE BRINGING YOUR OWN AUDIO / VIDEO EQUIPMENT TO USE? ☐ YES ☐ NO

SCHEDULE OF FEES

SPACE	COST	TOTAL
SANCTUARY	\$150 FOR UP TO 3 HRS./ \$50 EACH ADD'L HOUR	_____
FELLOWSHIP HALL	\$100 FOR UP TO 3 HRS. / \$50 EACH ADD'L HOUR	_____
CLASSROOMS	(<i>PER ROOM</i>) \$50 FOR UP TO 3 HRS. / \$15 EACH ADD'L HOUR	_____
KITCHEN	\$50 FOR UP TO 3 HRS. / \$15 EACH ADD'L HOUR	_____
PERSONNEL		_____
SOUND TECH	\$50 FOR UP TO 3 HRS. / \$10 EACH ADD'L HOUR	_____
COMPUTER TECH	\$50 FOR UP TO 3 HRS. / \$10 EACH ADD'L HOUR	_____
FEES		_____
SECURITY DEPOSIT	\$100 (<i>WILL BE RETURNED AFTER EVENT AND UPON SATISFACTORY INSPECTION OF FACILITY</i>)	\$100
CLEANING FEE	\$50 (<i>FOR GENERAL HOUSEKEEPING AND REPLENISHMENT OF RESTROOM CONSUMABLES</i>)	\$50
FOOD SERVICE	\$50 (<i>TO COVER THE COST OF CLEAN-UP AFTER FOOD AND BEVERAGE CONSUMPTION</i>)	\$50

TOTAL DUE (*TOTAL WILL BE DUE ONE WEEK IN ADVANCE OF RESERVATION DATE*) _____

(*this worksheet is to help you assess the cost of rental; fee total will be finalized by the church office manager*)

AGREEMENT

I have read and understand the terms of this usage agreement, and agree to abide by all the rules stipulated therein. I understand that as the renting party, I am responsible for all payments and fees, including the costs associated with any damages that occur during my event. I understand that my rental is not secured until the request has been approved by the church and the deposit has been paid.

SIGNATURE

DATE

FACILITY POLICIES

GENERAL

- Use of the church for weddings, funerals/memorial services, conferences, meetings, and other events must be coordinated through the church office
- All events are scheduled on a first-come-first-served basis
- Reservations are not made secure until approved by the church office and a deposit has been made
- **Alcoholic beverages are strictly prohibited on church property. Violation will result in immediate forfeiture of all applicable deposits and will incur a charge of a \$175 cleaning fee**
- **Cigarettes, marijuana, vape, and other controlled/illegal substances are strictly prohibited on church property. Violation will result in immediate forfeiture of all applicable deposits and will incur a charge of a \$175 cleaning fee.**
- Minors must be accompanied by an adult at all times
- Sound equipment in the sanctuary will be run by church staff only
- Pews in the sanctuary are not to be moved
- No skateboards, heeies, bikes, hoverboards, or roller skates/blades are allowed to be used indoors
- No glitter, confetti, or rice are to be thrown inside or outside the building. Birdseed may be used outside only
- Only dripless candles are permitted
- Consumable items found in the kitchen such as paper plates, plastic utensils, cups, etc. are for church use only. Renters must supply their own consumable products
- If using items from the kitchen such as serving dishes, cutlery, chafing dishes, etc. they must be cleaned and put back properly
- Do not use duct tape or masking tape to hang decorations. Blue painters tape and/or gaffers tape are permissible
- In the event of inclement weather, the renting party is responsible for snow and/or ice removal for the event

WEDDINGS

- No glitter, confetti, or rice are to be thrown inside or outside the building. Birdseed and bubbles may be used outside only
- Church staff are not responsible for food preparations, assisting with cake or caterer, videography, alterations, decorations, set-up/tear-down, music/DJing, or officiating
- If wedding ceremony is presided over by an outside minister, they must be approved by the senior pastor of SCC.
- Arrangements for a pastor of SCC to officiate a wedding must be made directly with that pastor, separately and in advance

DISCLAIMER

Strasburg Community Church reserves the right to cancel and/or deny the use of the building to any person(s) or group(s) that promote, advocate, or hold beliefs that are contrary to our churches doctrinal beliefs. Additionally, we reserve the right to cancel and/or deny the use of the building to any person(s) or group(s) that we believe would bring unwanted criticism or attention to the church.

By signing below, you acknowledge that you have thoroughly read, understand, and agree to all policies stated herein.

SIGNATURE

DATE

FEE WORKSHEET

TO BE FILLED OUT BY OFFICE MANAGER

SPACE	COST	TOTAL
SANCTUARY	\$150 FOR UP TO 3 HRS./ \$50 EACH ADD'L HOUR	_____
FELLOWSHIP HALL	\$100 FOR UP TO 3 HRS. / \$50 EACH ADD'L HOUR	_____
CLASSROOMS	(PER ROOM) \$50 FOR UP TO 3 HRS. / \$15 EACH ADD'L HOUR	_____
KITCHEN	\$50 FOR UP TO 3 HRS. / \$15 EACH ADD'L HOUR	_____
PERSONNEL		
SOUND TECH	\$50 FOR UP TO 3 HRS. / \$10 EACH ADD'L HOUR	_____
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CLEANING FEE	\$50 (FOR GENERAL HOUSEKEEPING AND REPLENISHMENT OF RESTROOM CONSUMABLES)	\$50
FOOD SERVICE	\$50 (TO COVER THE COST OF CLEAN-UP AFTER FOOD AND BEVERAGE CONSUMPTION)	\$50
TOTAL FEES		

DISCOUNTS (AT THE DISCRETION OF THE CHURCH OFFICE MANAGER)

SCC MEMBER (MUST BE THE ONE MAKING RESERVATION AND PRESENT AT TIME OF EVENT)	SPACE FEES WAIVED
NON-PROFIT ORG	10% DISCOUNT
FUNERAL SERVICE	SANCTUARY FEE WAIVED

TOTAL DISCOUNTS

TOTAL FINAL COST

DATE REQUEST FORM REC'D _____

DATE DEPOSIT REC'D _____

DATE REQUEST APPROVED _____

DATE FULL AMOUNT DUE _____ (ONE WEEK PRIOR TO EVENT)

DATE FULL AMOUNT REC'D _____

SECURITY DEPOSIT TO BE RETURNED ☐ YES ☐ NO (IF "NO" PLEASE EXPLAIN BELOW)

DATE SECURITY DEPOSIT RETURNED _____ ☐ MAIL ☐ PICKED UP

NOTES

CREDIT CARD AUTHORIZATION

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER
☐ OTHER _____

NAME ON CARD

CARDHOLDER ZIP CODE

CARD NUMBER

EXP. DATE

CVV

DISCLAIMER

I AUTHORIZE STRASBURG COMMUNITY CHURCH TO CHARGE THE CREDIT/DEBIT CARD LISTED ABOVE FOR AGREED UPON PURCHASES, INCLUDING ANY ADDITIONAL FEES , SUCH AS CLEANING FEES, DAMAGES, ETC., THAT MAY BE INCURRED AS A RESULT OF FAILING TO ABIDE BY THE TERMS AND CONDITIONS FOUND IN THIS CONTRACT. I UNDERSTAND THAT MY INFORMATION WILL BE SAVED TO FILE FOR UP TO TWO MONTHS FOR FUTURE USE.

PRINTED NAME

SIGNATURE

DATE

MEDIA GUIDELINES

For events needing to use the sound system in the sanctuary, all audio, video, and presentation files will need to comply with the churches current setup in order to be used effectively on our system:

VIDEO

Videos must be provided on a thumb drive in one of the following formats:

- ☐ .MOV
- ☐ .QT
- ☐ .MP4

DVD and DVD-R formatted discs are not compatible with our system.

Videos used *during* funerals/memorial services, and weddings should be no longer than 5 minutes. This is to try and keep the time for ceremonies to a minimum. Videos used *before/after* an event can be of any length. If videos include music, the audio and video files need to be combined into a single file. Please do not provide a video with an accompanying music track such as a CD or MP3 file

AUDIO

Audio must be provided in an MP3 format. We *do not* have a CD player at the church.

We do have a premium Spotify account that can be used to play user-created playlists for events.

PRESENTATIONS

The church uses ProPresenter software for presentations and so presentations must be compatible with that format. If you have a presentation in PowerPoint or Keynote, we can extract the presentation into ProPresenter, but you may lose some of your functionality and formatting. We *do not* have PowerPoint or Keynote on our computer though.

Due to the complicated nature of our system, we do not allow people to plug into our system with their own personal computer.

INTERNET USE

We do have a guest internet network available for use. Please check with our event coordinator for access to that.

STREAMING

We are unable to provide live-streaming of your event from our equipment, however you are more than welcome to do so yourself.

DELIVERY

All media to be used for an event should be delivered to the church at least 3-business days prior to the event to that everything can be checked for compatibility to ensure it functions properly on our system.

Please contact the office manager for any questions you might have regarding our audio/video setup