



# Sonoma Springs Covenant Church

3940 Sonoma Springs Ave • Las Cruces, NM 88011  
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Charles Wahlstrom, D.Min., Pastor

GLORIFY. GROW. GO.

## FACILITY USE REQUEST APPLICATION

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please return the completed form to the church office as far in advance of the date requested as possible to confirm your reservation.

### FACILITY USE POLICIES

The building is here to serve God and people! Church facilities are made available to church members with the following Qualifications:

- **First:** Check dates with the church office for availability.
- **Second:** The person or group seeking facility use must be willing to take responsibility for the facility.
- **Third:** The group or persons requesting the facility use must affirm that their beliefs and practices and planned use of the facility are in harmony with this church's faith and practice.
- **Fourth:** User agrees to return the facilities to a clean and orderly state after using the facilities. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

Please check the boxes indicating that you understand your responsibilities.

- ☐ Turn on AC / heat one half hour before the event
- ☐ Put away all tables, chairs, etc.
- ☐ Clean floors (vacuum, sweep, mop) as needed
- ☐ Empty waste containers, replace trash bags, take trash to dumpster.
- ☐ Clean all areas used (spot clean bathrooms used)
- ☐ Turn all AC / heat thermostats used to 82° (summer) 65° (winter)
- ☐ Verify that ALL exterior doors are closed and locked

Though we usually do not charge we may reserve the right to do so on a case-by-case situation to help cover costs. Please leave the church facility in even better condition than when you found it. Thank you!

☐ I agree to these guidelines:

☐ I am a member of SSCC

Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ I am not a member of SSCC

My sponsoring member of SSCC for this event is \_\_\_\_\_

Name of this event \_\_\_\_\_

Purpose of this event \_\_\_\_\_

For One Time Usage:
Event Date _____
Start Time _____
End Time _____

For Extended Usage:
Start Date _____
End Date _____
Start Time _____
End Time _____
Day(s) of the week needed: _____

**Areas you would like to use:**

<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> MEETING ROOM #104
<input type="checkbox"/> SANCTUARY	<input type="checkbox"/> MEETING ROOM #105
<input type="checkbox"/> FELLOWSHIP HALL	<input type="checkbox"/> OUTDOOR _PATIO _SPORTS FIELD
<input type="checkbox"/> INFANTS	<input type="checkbox"/> AV SUPPORT <b>A/V is NOT included and MUST be separately cleared with the Church.</b>
<input type="checkbox"/> TODDLERS	<input type="checkbox"/> KITCHEN <b>Kitchen use requires orientation prior to the event.</b>
<input type="checkbox"/> SCHOOL AGE	
<input type="checkbox"/> PRESCHOOL	

**Person responsible for kitchen use (if applicable):**

Signed: \_\_\_\_\_

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

Print name: \_\_\_\_\_

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Office Use

Approved by Office Date: \_\_\_\_\_

Cost \_\_\_\_\_

Declined (Reason):

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