



Sonoma Springs Covenant Church

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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 fees are calculated on a case-by-case basis to cover costs.

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 the 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

Please leave the church facility in even better condition than when you found it. Thank you!

I agree to abide by this policy.

Signature _____

Date _____

I am a member of SSCC

I am not a member of SSCC-my sponsoring SSCC member 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:
M T W Th F Sa Su

Areas you would like to use:

Parking Lot Sanctuary Fellowship Hall Infants Toddlers School Age Preschool	Meeting Room #104 Meeting Room #105 Outdoor _patio _sports Field A/V Support a/v is not included and must be separately cleared with the church Kitchen kitchen use requires orientation prior to the event.
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Person responsible for kitchen use (if applicable):

Signed: _____

Date: _____

Print name: _____

Office Use

Date: _____

Fee: _____

Approved (comments):

Declined (comments):