



CALVARY CHAPEL FACILITY USE FORM

Calvary Chapel, Eastgate, 1 Coates Drive, Suite 1, Goshen, New York 10924

Tel: (845) 294-2881 **Fax:** (845) 294-9386

During any activity at Calvary Chapel, a staff person or deacon must be present. It is the responsibility of that person to open the building and secure the building after use. Any organization or person that uses the facility, must agree and adhere to the guidelines that are attached.

1. Date _____ 2. Contact Person _____

3. Phone Number _____ 4. Email Address _____

5. Name of Organization _____

6. Purpose of Organization _____

7. Date of Event _____ 8. Start Time _____ 9. End Time _____

10. Purpose of Event _____

11. Is this a recurring event? Yes No 12. If yes, list dates and times needed:

12. Number of People Expected _____

13. Areas Needed for Event: Café Kitchen Sanctuary 8-11 Class

6-7 Class 4-5 Class Toddler Class Nursery

14. Will you need to use any of Calvary Chapel's Equipment? * If yes, please list below

*Requests for Use of Sound Equipment should be directed to [Jim Young](#).

15. Calvary Chapel Staff Person or Deacon Name _____

16. Calvary Chapel Staff Person or Deacon Signature _____

17. Activities and Music at the Event _____

18. Additional Information _____

Calvary Chapel Use Only:

Request Received Date _____ Request Reviewed By _____

Additional Information Needed Yes No _____

Approved By _____ Requester Notified By _____

Added to Calendar By _____

Calvary Chapel, Goshen, New York

Facility Use Information Sheet

1. Any use of the facilities requires a completed Facility Use Form. This form should be submitted at least one (1) month in advance of the event in order to allow adequate time for approval. Once submitted, the Contact Person will be notified as soon as the form is approved.
2. Staff Persons or Deacons who are listed on the form must be present at the event.
3. When the facility request is for a non-church sponsored event, the board of directors of Calvary Chapel will determine if a \$150 usage fee will be assessed.
4. All activities and music within the church facility must be in agreement with the beliefs of Calvary Chapel.

5. Church Facility Use Expectations

- Requests for sound equipment should be directed to Jim Young.
 - All furniture and materials that are moved for the event must be returned to their original setting at the end of usage.
 - Non-disposable paper products in the kitchen are not to be used. Any food in the refrigerator or cabinets belonging to Calvary Chapel is not to be used.
 - All trash accumulated during the event, will be bagged and brought to the outside green dumpster prior to leaving the facility.
 - No materials can be placed on the walls.
 - Observe all facility parking rules.
 - Children must remain inside the facility at all times.
 - Because the church facility is located in an office park, noise must be kept to a minimum between the hours of 8:00 a.m. through 6:00 p.m., Monday through Friday. Children must be supervised and use “inside voices.”
 - Floors and surface areas should be cleaned after use and returned to their original state.
 - All doors must be locked after use
 - **And above all, use the facility for the Glory of God**