



# The Church of the Good Shepherd

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## Room/Equipment Request Form — for Good Shepherd Ministries/Groups

**ALL USE OF PARISH FACILITIES MUST HAVE THE APPROVAL OF THE RECTOR**

Date of Event/Meeting(s):		
Title of Event:		
Ministry:		
Purpose or Description:		
Contact Person:		
Phone:		
E-mail:		
Event Time:	Start:	End:
Is set-up time needed? Y/N	Date:	Time:
# Participants:	# Adults:	# Children:
Room(s) Requested:	Parish Hall	
	Kitchen	
	Conference Room	
	Other	
	Other	
Facilities Needed:		
	Kitchen (non cooking)	
	Kitchen (cooking)*	
	Tables – how many	
	Chairs – how many	
	A/V Equipment (i.e. projector, microphones, DVD/Blu-ray player)	
	Other	
Sexton Services:		
Table Set-up:	Not needed	Square Rows Other
Chair Set-up:	Not needed	Chairs only Chairs with tables
Other:		

\* Requires monitor/technician

I understand and agree to the attached guidelines for the use of the Good Shepherd facilities. I have read the Good Shepherd Safe Sanctuaries Policy if applicable to my group. I also confirm that the above information is correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

# **POLICY FOR USE OF THE CHURCH OF THE GOOD SHEPHERD FACILITIES**

## GENERAL INFORMATION:

All of our Church facilities are to be seen as a gift from God and we are to be responsible stewards in the care and use of them. Not only are the buildings used for Parish worship and events, but they may also be used by the community non-profit groups to hold their functions. Therefore, you are asked to respect the facilities as if they were your own home and company was coming to visit.

### **1. All scheduling must be done through the church office.**

- Good Shepherd group meeting times and rooms can be scheduled by filling out a **ROOM REQUEST FORM**
- Good Shepherd members wishing to use the facilities for special occasions (i.e., Anniversary parties), will need to complete a **BUILDING USE APPLICATION**.
- The applications, once received in the church office, will be acted upon within 5 business days in most cases.
- The office must be notified of any changes.
- Raffles and/or games of chance are not permitted.

### **2. Fees**

- Good Shepherd groups and programs will not be requested to pay a fee for facility use and will receive consideration in scheduling. A donation to Good Shepherd is always appropriate and appreciated.
- Other groups will be asked for a donation determined by the area used. Please see Guide for Facility and Staffing

### **3. Care of Facility**

- All users are to be energy conscious. Lights should be turned off when the meeting is concluded.
- All doors locked – making sure the buildings are secure.
- No animals allowed inside the building, except with permission of Rector & service animals.

### **4. Insurance**

- Groups are required to provide a Certificate of Insurance with Good Shepherd listed as Certificate Holder.

### **5. Safety and Security**

- Please stay in the area of the building which is reserved.
- Children must be carefully supervised.
- All groups involving children or vulnerable adults will receive and comply this Policy
- The Good Shepherd facilities are smoke, drug, and alcohol-free.
- All individuals must exit the building should the fire alarm sound. A representative must be available to talk with officials.

## ADDITIONAL INFORMATION

### **Parish Hall and Kitchen**

- A First Aid Kit is located in the kitchen in the cabinet over & to the right of the large stove. Additional emergency supplies are to be found in the lower cabinet in the hallway outside the Handicap bathroom.
- Use *only* removable, non-marking tape on walls and/or floor.