

# Recreation Ministry



## Facility Request Form

Please complete this form and return it to the FAC office. You will be contacted upon approval.

Today's date \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Adult in Charge \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Number in Group \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Time of Event: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Gym \_\_\_\_\_ Game room  
\_\_\_\_\_ Lounge \_\_\_\_\_ Racquetball Court (s)

- Deposit of one/half (1/2) of the monies due is **required** at time of request.
- If a CBC member is requesting an activity that is **NOT** church related (i.e. birthday party, basketball practice, etc.) there will be a **\$20 per hour** charge.
- If a non-member is requesting the use of the facilities, there will be a **\$30 per hour** charge.
- **There is no charge for church activities.**

### **FAC RULES and REGULATIONS**

- No one ***under the age of 14*** is allowed in the weight room or on the track at anytime without the supervision of an accompanying adult.
- No one is allowed in any other area of the church other than the FAC at anytime.
- Be respectful of the FAC and CBC staff at all times.
- When you are finished with the use of the FAC, it is your responsibility to make sure the floors, tabletops and counter tops are clean and free of debris. The facility is to be returned to the condition in which you found it.
- If you move any furniture items from any area, please return them to the original room and position. Nothing is to be placed on the gym floor without protective covering.
- Live animals, recreational blowups, roller skates, water toys, piñatas, or any type of equipment ***are not permitted***.
- **Absolutely NO FOOD or DRINK allowed in the gym at any time!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the above form and agree to the requirements stated.