

**Calvary Chapel of Wilmington**  
**Facilities Use Form**

*This form must be filled out completely and submitted to the church office at least two weeks prior to the event.*

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

Email: \_\_\_\_\_

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

Date(s) and time(s) needed:

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

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

Rooms that will be used: \_\_\_\_\_

\_\_\_\_\_

Describe the function: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sound needed? \_\_\_\_\_ Lighting needed? \_\_\_\_\_

I have read the "Guidelines for Use of CCW Facilities", and I agree to abide by these guidelines.

\_\_\_\_\_  
Signature

*(church use only)* \_\_\_\_\_

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

Coordinator assigned: \_\_\_\_\_

## **Guidelines for Use of the CCW Building**

The use of the CCW building is contingent upon the applicant's agreement to honor the following guidelines:

1. The event or meeting must be related to the purpose of the church (preaching the gospel, teaching the word, ministering to the saints). Secular events, birthday parties, and business meetings should be conducted elsewhere. (Note: serving of a birthday cake during an event or after a service is acceptable.)
2. A "Facilities Use Request Form" must be submitted to the church office at least two weeks prior to the event.
  - a. Identify the hours and days the building is to be used.
  - b. Identify the purpose for the use of the building.
  - c. Specify which rooms are to be used; e.g. a bride may need a private room such as a classroom to make final preparations. All rooms not in use are to remain locked.
  - d. Sound and light equipment in the facility can be used for an event. However, a CCW sound/light technician must be employed for the actual use.
  - e. If the front lawn is being used for a yard sale, please specify if you will need access to the building for restrooms and water.
    - i. Also, parties having a yard sale may want to store donations at the church before the day of the sale. Please work with the CCW to determine a designated storage location.
3. The church will assign a building coordinator for the duration of the use agreed upon. The organization desiring to use the building should also identify a contact person to work with the CCW coordinator.
4. The CCW coordinator will have keys for access to only the rooms that are needed for the event.
5. The CCW coordinator should arrange for someone to be in the building at all times. This will help the CCW facilitator to "keep an eye on the building use" and also to be available for questions regarding use of the building.
6. Tables from the classrooms can be used but they must be cleaned and returned to their original location once the event is completed. Tables from classrooms can be used outside, if necessary.
7. The CCW coordinator can also work with the "using party" if the building is needed for more than one date. e.g. wedding parties will want to have a rehearsal before the day of the wedding.
8. No illegal drugs, alcohol, or firearms are permitted inside the building. Smoking is not permitted inside the building.
9. Chairs in the sanctuary can be rearranged for an event but must be returned to the original formation once the event is completed.
10. It is the responsibility of the person(s) using the facility to clean up and put the church back in order once the event is over.