

Meadowview Reformed Presbyterian Church (MRPC)
Facility Use Request Form

Any use of Meadowview Reformed Presbyterian Church (MRPC) facilities must comply with the facility use policies and procedures.

Name: _____ Date: _____

Type of Activity: _____

Relationship of activity to MRPC ministry: _____

Date(s) of use: _____

Time(s) of use: _____

Building(s) to be used: _____

Room(s) to be used: _____

Equipment needed: Microphones: _____ TV/VCR/DVD _____

Power Point/Overhead _____ Other _____

For staff use only.

Use of building fee: \$ _____

Custodial Fee \$ _____

Sound Equipment/Engineer Fee: \$ _____ T/B/D

Stage Tear Down Fee \$ _____

TV/DVD \$ _____ Power Point/Slides \$ _____ Other \$ _____

Applicant accepts MRPC policy regarding facility use. Please read the back of this document before signing.

Signature of applicant: _____

Facility and Grounds Coordinator: _____

Administrative Staff: _____

Chairman of Deacon Board: _____

Meadowview Reformed Presbyterian Church (MRPC) Facility Use Policy

The following policy applies to the use of MRPC facilities.

- Only MRPC members in good standing may request or reserve use of church facilities.
- Submission of this request does not guarantee approval. Approval will be based on the availability of the facility and needed resources, the type and reason for the event, its alignment with our Church mission, and the discretion of the officers of MRPC.
- A facility use form must be submitted to the Facility and Grounds Coordinator a minimum of five business days prior to date of use. Facility use forms are available in the church office.
- The purpose for use of MRPC facilities should be described in the facility use form, as well as said use relates to a ministry. Only events that are in line with MRPC's statement of beliefs as found in our Constitution may be approved.
- Uses of facility for purposes not related to church ministries are subject to usage fees.
Individual Room: \$25.00 Sound Engineer: T/B/D Slide Operator: T/B/D
Fellowship Hall: \$50.00 Power Point/Slides: \$25.00
Worship Center: \$250.00 TV /DVD: \$25.00
- The signatory of facility use form assumes responsibility for any damage to building or items therein.
- Facility may be used only for the activity described in the facility use form.
- Upon submission of the facility use form to the Facility and Grounds Coordinator, proposed activities will be evaluated by the Diaconate Facilities team for recommendation to the Diaconate Board and in some cases the Session of Elders.
- Once approved by the entire Deacon Board the request for facility use may be scheduled with the Facility and Grounds Coordinator.
- Failure to function in accordance with the description of activities submitted may result in the immediate cancellation of all activities.
- Facility use regularly scheduled, or related to current approved church activities is exempt from these policies.
- The Diaconate Board and Elder Board reserve the right to refuse use of MRPC facilities to any persons of their choosing.
- Facility use for weddings & funerals requires compliance with MRPC wedding/funeral policies and the submission of the appropriate forms available through the main office.