

Mariemont Community Church Facilities Request Form

Date _____

To reserve a room, call the Administrator, Lois Barbro, at the church office 271-4376, x 101, one month prior to use, or simply submit this form to Lois. Forms are kept in the church office and are available on our website, www.mariemontchurch.org. Reservations will not be confirmed until this form is filled out and returned to Lois.

Room(s) requested _____

Event/Meeting/Activity being scheduled _____

Group/Ministry/Person requesting room _____

Phone number _____

Date(s) requested _____ Time starting _____ Time ending _____

Note: If this is a weekly or ongoing event, please list dates you will not be meeting _____

Person responsible for opening and closing _____ Phone number _____

Are you a key holder of the church? _____

Person responsible for clean-up _____ Phone number _____

(Please read clean up list below before signing.)

Number of people attending _____ (all children must be with parents or in childcare-no exceptions. We consider anyone under the age of 13 to be a child.)

Rooms may not be set up more than one day in advance of the event unless authorized to do so.

Person(s) requesting rooms are responsible for all actions of those attending the event.

All special needs must be approved.

Will any of the following be needed: TV/VCR _____ Overhead projector _____

+Sound system _____ Video projector _____ Coffeemaker _____

+Please contact MCC for audio/visual services at least 4 weeks prior to your event, in order to be ensured of the services of a sound technician.

I agree to abide by the MCC building use policy guidelines for the event(s) and arrangements stated on this form:

Signature of Contact Person: _____

Date _____

CLEAN UP

We ask that you clean the area you used when you are finished. All chairs and tables must be returned to a neat arrangement; food and papers, etc., off floor; trash collected and put in dumpster; windows closed and lights turned out. Everything must be returned to its normal place when your program is completed in order to allow other programs to operate. In the event that your program lasts for more than one day, please be sensitive to other users of the building who may be scheduled to use the same rooms. If you are going to use the building for more than one day, please call Lois Barbro to determine what must be done so as not to interfere with other users.

Please give a detailed drawing of your room set-up below.

Church contributions to help defray the cost of utilities would be greatly appreciated, but are not required.

Room arrangement instructions (draw diagram in box below):

Mariemont Community Church

Participant Indemnity Agreement

Participant hereby agrees to release, defend, indemnify and hold harmless MCC for any all claims, damages, liabilities, judgments, losses and injuries, including but not limited to personal injury and property damage, arising from or related to Participant's use of MCC facilities or property. If Participant is a minor, the undersigned, as Participant's parent or legal guardian, hereby agrees to the terms of the preceding sentence on behalf of the Participant.

Name of Activity: _____

Date(s) of Activity: _____

Name of Participant: _____

Participant's signature: _____

Participant's Parent/Legal Guardian:

_____ (printed name)

_____ (signature)

Date: _____

Participant's address: _____

Participant's telephone number: _____