



Facilities Use Request Form

Name _____

Address _____

Phone Numbers (mobile) _____ (home) _____ (work) _____

Email _____

Date(s) of the Event _____ Start Time: _____ End Time: _____

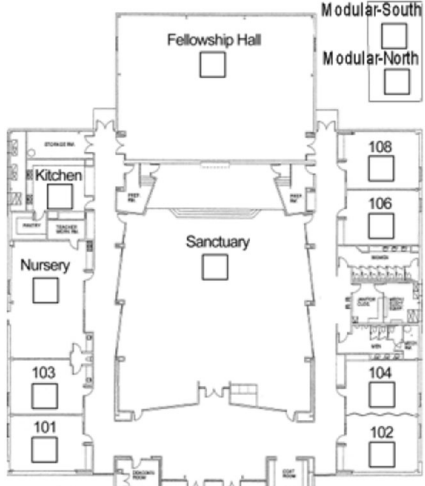
Date for set-up _____ Time _____ Team _____

Source of funding for the event _____

Name / Type of Event _____

Approximate number of people attending the event: _____

[Note: If using the fillable pdf form, select checkboxes using the tab key and space bar-or click mouse]

<input type="checkbox"/> Church (mark rooms needed)	<input type="checkbox"/> Office (mark areas needed)	Furniture and other needs
	<input type="checkbox"/> Kitchen-Office <input type="checkbox"/> Chapel <input type="checkbox"/> Library <input type="checkbox"/> Pastor's Office (with approval) <input type="checkbox"/> Picnic Grove <input type="checkbox"/> Swimming Pool (see back of form) <input type="checkbox"/> Fishing Lake	<input type="checkbox"/> Tables (Quantity _____) <input type="checkbox"/> Chairs (Quantity _____) <input type="checkbox"/> Audio Equipment <input type="checkbox"/> Video/Media Equipment <input type="checkbox"/> Help to set-up/tear-down <input type="checkbox"/> Other _____

The church's facilities, which include the real property and/or any structures erected on said property, are not facilities of public accommodation and cannot be used in any manner or for any purposes that contradict the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution. Details on restrictions related to facilities usage can be found in Christ Covenant Church's Bylaws Section 6.d, Church Purpose, Mission, Activities and Properties. In addition, anyone requesting usage of the facilities must be a member of Christ Covenant Church or have some other direct association with the church. Those whom have been granted use of the facilities are responsible for making sure all items are returned to their original position as soon as the event concludes and they need to be in communication with a staff member as how this will be executed. In exceptional circumstances, the senior pastor and Session may approve the usage of the church facilities by non-members.

I have received / read a copy of the Christ Covenant Church *Facilities Use Policy*

Signature of Responsible Person _____ Date _____

For Swimming pool use, see the back of this form.

For Christ Covenant office use only

Date form received _____ Christ Covenant Church Staff member approving the Request _____

Date of signed Facilities Use Agreement _____

Name of Christ Covenant Representative approving the Request _____

- Certificate of Liability Insurance required / received
- _____ dollar deposit required / received

Pool Use

1. Pool usage must be booked on a first call priority through the church office. There will be no double bookings as a permit for usage will be issued by the Christ Covenant Church office.
2. Usage of the pool is for church members only - NO outside groups may book the pool. (Limited to 25 people)
3. NO ONE SWIMS ALONE! At least two people MUST be present to enter the pool.
A cell phone must be present at all times. Be advised that the office is locked. Call 911 first in Emergencies!
4. At the first **SIGHT or SOUND** of lightning / thunder the **POOL AND POOL AREA MUST BE CLEARED**.
Wait 1/2 hr after each occurrence before reentry to pool area. Clock restarts with each thunder or lightning sighting.
5. An adult - (someone over age 21) must be present the ENTIRE time pool is being used.
6. Someone with CPR training must be present the entire time pool is being used. (*Proof of current classes is required.*)
7. Appropriate dress code will be enforced for both men and woman. Example is a one-piece swim suit for woman.
No speedos for the men. Common sense prevails here.
8. Church officers and staff retain the right to ask anyone to leave the pool area if acting in an irrational or unsafe manner.
9. NO FOOD, ALCOHOL or illegal DRUGS of any kind are permitted in pool area.
10. An adult must be assigned as "designated watcher" and account for pool users at all times. The adult may never leave the pool area without first ensuring that none remains in the pool area. Designated watcher must stay in pool area entire time of the permitted use.
11. Children under the age of 3 and children who cannot swim MUST wear a life jacket or PFD (personal floatation device) and have a one-on-one adult assigned to them. The "designated watcher" cannot be this adult.
12. Changing and bathroom facilities are available with pool use. The basement of the church office serves this purpose.
Supervising adult should declare separate changing areas for men and women - who must change at different times.
13. Pool area must be cleared by 10:00 PM unless special permission has been given and noted on the use permit.
Pool may not be used before 9:00 AM.
14. There is no fee to use the pool - but permitted group is responsible for any breakage to pool equipment that may occur - other than normal wear and tear.
15. Rough play around pool area is not allowed and person or persons engaging in such activity must leave immediately.
NO ONE GOES INTO THE POOL WITHOUT HER/HIS PERMISSION.
16. Pool toys are restricted to soft water toys. Nothing hard or dangerous will be permitted in pool area.
17. NO DIVING INTO POOL
18. NO GLASS BOTTLES OR CONTAINERS ALLOWED IN POOL AREA.
19. Christ Covenant Church is not responsible for any injuries incurred while on the premises or damage to bathing suits or accessories. By executing this document, the person so executing hereby accepts full responsibility for any injury or harm incurred by anyone on the premises while the premises are being used on the "Date of pool use" and "Time of use" noted below, and further agrees to fully indemnify Christ Covenant Church for any and all claims, lawsuits, or damage to Christ Covenant Church arising there from.
20. Christ Covenant Church reserves the right to modify or add rules when deemed advisable for the protection of the Health and Welfare of the community. NO BATHROOM facilities are available on property outside of church office hours.
21. **CAUTION: Do not attempt to open door at top of basement steps - The alarm system will be set off and POLICE WILL RESPOND. The charge for police response will be your responsibility.**

**THE CHURCH BASEMENT WILL SERVE AS SHELTER FOR SEVERE WEATHER CONDITIONS.
PLEASE TAKE ADVANTAGE OF THIS AREA.**

I have read the above contract and accept the responsibility not only to conduct myself in accordance with these rules but to enforce these rules to ensure the safety of all the members of this group. I also understand that NO lifeguard will be on duty and we (the group) are using the pool and pool area at our own risk.

Signature _____

Adult Designated Watcher: _____ Mobile Phone Number: _____

Name of person with current CPR certification: _____
(Provide copy of certificate)

Name of Christ Covenant Church or Outside/Private Group: _____

Permission given by: _____ Date of pool use: _____ Time of use: _____

Contact a Trustee in case of problems with pool area and or pool equipment:

Trustee Contact: _____ Mobile Phone Number: _____