



## BUILDING USE REQUEST

*All events at Centerpointe Church must be approved by church staff and comply with the Building Use Policy.*

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

E-mail: \_\_\_\_\_ Type of function: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Day of the Week (circle): S M Tu W Th F S

Event time (including setup): Start \_\_\_\_\_ End \_\_\_\_\_ Keys required:  Yes  No

Special equipment required: \_\_\_\_\_

**Building Use Fees:** (please select)

Room	Per Hour	Per Day
Sanctuary	\$100	\$500
Gym	\$50	\$250
Youth Room	\$30	\$150
Holy Word	\$25	\$125
Classrooms or Cafe	\$10	\$50

**Discounts:** (select if applicable)

Visitor – 20%
Member – 50%

**Cost:**

Room: \_\_\_\_\_

x Hours: \_\_\_\_\_

x Discount: \_\_\_\_\_

+ Extras: \_\_\_\_\_

**Total:** \_\_\_\_\_

Extra fees (if needed)	
Janitor	\$75
Facilities Monitor	\$25/hr
Kitchen Monitor	\$25/hr
Media Tech.	\$25/hr

**General Guidelines:**

- No smoking or vaping allowed in any church buildings.
- No alcohol or illegal drugs are permitted anywhere on church property.
- The city of Howell has an 11pm noise ordinance. All music must be turned down before 11pm.
- All damage to the building or equipment during the event must be reported to the church office.
- All media and kitchen equipment must be operated by trained church staff only.
- The applicant is responsible for setup, cleanup, and returning the facility to its normal use after the event.
- The applicant is responsible to make sure all doors and windows are closed and locked before leaving.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use</b>	Deposit paid: _____	Total paid date: _____	Confirmation sent to: Janitor <input type="checkbox"/> Pastor <input type="checkbox"/>
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Only			Building Admin. <input type="checkbox"/>	Requesting party <input type="checkbox"/>
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