



BUILDING USE REQUEST FORM

for non-church-related events such as baby and bridal showers, parties, etc.

Name _____

Address _____

Phone # _____ Email address _____

Description of Event _____

Date of Event _____ Start & End Times _____

Approximate Number of People Expected _____

Room(s) Requested (see fee list for capacities) _____

Will you want to set up & decorate the room(s) in advance? _____ If yes, time/day? _____

If your event will be in the Youth Auditorium, will you want to make use of the audio/video systems? Briefly describe, and a consult will be arranged with the Family Worship Arts Minister.

Any other special requests or comments? _____

To prevent scheduling conflicts and provide staff support for your event, this form should be filled out and returned to the church office as early as possible, and at least 30 days prior to event. (You can view current room availability online at www.southpointccc.com/calendar)

All monies are due in full two weeks before the event, payable to Southpoint Community Christian Church. Refer to the "Building Usage Fees" document for anticipated amounts. (Note, Weddings and Funerals have separate fee lists, so only use this form for calendar scheduling & policies.)

I understand this is a building designed for Christian usage and I pledge to abide by the policies of Southpoint Church, including but not limited to those in the "Building Usage Policies" document which I have received and reviewed.

Signature of Requester _____ Date _____

Drop completed form (this page only) in the bin in the Copy Room, or use one of these contact methods:
Email office@southpointccc.com :: Fax 734-671-1435 :: Phone 734-675-7575

*Confirmation will be provided by phone or e-mail.
Please do not publish event information until confirmation is received.*

For Office Use Only

Processed by _____

Room Assignment _____

Amount charged _____ Date payment received _____



BUILDING USAGE POLICIES

The facilities of Southpoint Community Christian Church (at 5699 Fort Street, Trenton, MI 48183) were constructed to enable worship, education, and fellowship. The church facilities are available for community events that are consistent with the church's purpose and mission. Guidelines for use of the facilities are as follows and must be acknowledged and agreed to, in writing, by the requester.

- 1 All events in the church will be of a non-profit nature unless otherwise approved by the Pastors.
- 2 Scheduling of the facilities is on a first-come, first-served basis. All events shall be scheduled on the master calendar with first priority being given to church events, then Southpoint members and regular attendees.
- 3 All 'Building Use Request Forms' should be submitted at least 30 days prior to the event date. Exceptions must be discussed with the office staff. Fees for all events except weddings and funerals, are due two weeks prior to the event. Checks should be made payable to "Southpoint Community Christian Church". Only the church may pay employees for services.
- 4 All events will have a designated staff person (often a custodian) present who will help ensure the functionality and security of the facility.
- 5 There will be no smoking in the church building and no use of alcohol anywhere on the church property. If someone is found doing so, they will be asked to abide by this policy or to leave the premises.
- 6 Set-up and tear-down of tables and chairs must be performed by the renters, unless special arrangements are made in advance. (An additional fee may be incurred if this is required.)
- 7 Ensure that all persons attending the event remain in the areas designated for use during the event. No one is allowed in the offices. A phone is available at Info Central. Use of the Youth Auditorium does NOT include the Teen Room.
- 8 Please limit the amount of food or beverages in the main auditorium.
- 9 Remove all personal property from the building and grounds the same day as the event is concluded.
- 10 Leave the facility in the same or better condition than you found it. A "Clean-Up Checklist for Events" will be provided for you to follow.
- 11 The requester is responsible for damages to the church buildings, property and effects, which are due to the actions of the requester or his/her guests. Damages must be reported to a Southpoint staff person.
- 12 Southpoint will not be held responsible for any claim arising out of the use of the church buildings, property, and equipment, which are due to the actions of the requester or his or her guests.
- 13 Hanging of decorations from ceilings, walls, furniture, or doors and moving of equipment on the auditorium stage are prohibited without prior permission. No nails, screws, or other such objects may be used. Anything that is moved is expected to be put back in place after the event.
- 14 In keeping with safety regulations, protective materials shall be used with candles, and neither rice nor confetti shall be used inside or outside the building.
- 15 Groups of young people (age 17 and under) must have one responsible adult for each five youth.
- 16 Special arrangements must be made for use of the sound and/or video systems. All musical/technical arrangements must be discussed with the Creative Arts Minister and/or Family Worship Arts Minister, depending on auditorium used. Fees will typically be incurred.



BUILDING USAGE FEES

for Baby/Bridal Showers, Parties, and Similar
at Southpoint Community Christian Church, 5699 Fort St, Trenton, MI
(Weddings & Funerals have separate fee schedules)

Room Usage Fees for events up to 3 hours long

Youth Auditorium (seats up to 180)

Southpoint Members - \$50; Regular Attendees - \$100

Oasis Room (seats up to 50)

Southpoint Members - \$50; Regular Attendees - \$80

This fee covers the time and services of a staff custodian, to ensure that the building will be cleaned before your event, to have them on-site during your event to meet any needs you may have, to help ensure the building is restored to its prior condition, and secured upon leaving the premises.

Audio & Video Support Fees for the Youth Auditorium

These are approximate base fees - if you want to use the systems at all, a consult with the Family Worship Arts Minister will be arranged to finalize the amounts.

Basic Audio support (e.g. to use microphones for speaking, and playing recorded music using the installed sound system) - \$15/hour

Audio & Video Support (using projector and screen, including sound) - \$25/hour

Additional Potential Fees & Notes

Set-up and tear-down of tables and chairs must be performed by the renters, unless special arrangements are made in advance by calling the office at 734-675-7575. An additional fee may be incurred if this is required.

There may be an additional fee if **snow removal** is required (approximately \$300, depending on day/time).

Please complete a "**Building Use Request Form**" to initiate the communication with the office about your event.

All applicable fees must be pre-paid to the Southpoint office at least two weeks prior to the date of your event. Checks can be made out to "Southpoint Community Christian Church." Please indicate the event name and date in the memo line or on an envelope containing the payment.

Clean-Up Checklist for Events

at Southpoint Community Christian Church's Trenton Campus

This is a list of tasks which must be completed when your event is over. When you are done, please leave the building looking “service ready”.

- Discard all trash
- Wash tables (if tablecloths have not been used)
- Wipe any food or drink spills up from the carpet
- Vacuum
- Take trash bags to dumpster on edge of parking lot outside kitchen door
- Remove all items that you brought with you
- Clean up the kitchen if you have used it

We appreciate any and all help in maintaining the beauty of our facilities.

Thank you!

Trent Shivley
Operations Minister

