



midwaywestchurch

3160 West Hwy 166, Carrollton, GA 30117

info@midwaywestchurch.com

# Event/Facility Request Form

Date of request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone # to be reached: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work

E-mail address: \_\_\_\_\_

**Requests are reviewed weekly; please submit your completed form at least 2 weeks prior to your event.**

Date(s) of event: \_\_\_\_\_ ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Name of event: \_\_\_\_\_

Time facility needed: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
*This will be **ONLY TIME** reserved, please include set up and clean up time.*

Time of event: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Person in charge (must be 21 years of age or older): \_\_\_\_\_

Best Phone # to be reached: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work

E-mail address: \_\_\_\_\_

Expected number in attendance: \_\_\_\_\_

Requesting the use of:

☐ Children's Building/Kitchen

☐ Audio/Visual Media Team Requested

☐ TV/DVD Requested

☐ Worship Center

☐ Audio/Visual Media Team REQUIRED

☐ Education Building

☐ Audio/Visual Media Team Requested

☐ TV/DVD Requested

☐ Volleyball Court

☐ Smokehouse/Back Yard Facility

☐ \_\_\_\_\_ 6' Round Tables \_\_\_\_\_ 6' Rectangle Tables \_\_\_\_\_ 8' Rectangle Table \_\_\_\_\_ White Chairs

***God has provided our facilities and therefore all events hosted within or on any property owned by Midway West Church are to honor and glorify Him.***

*Please read the attached **Facility Use Policy** and if you agree to all of the requirements set for by Midway West Church, please sign and submit your request for use of the facilities by email or deliver to the Church Office. Requests are reviewed weekly and need to be submitted at least two weeks in advance. **If you have not received a written reply within one week, please contact the church office.***





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# Facility Use Policy

## Use of the Facility

Thank you for considering Midway West Church as a location for your Life Group meeting or event. We're happy to review requests from church members and attendees who consider Midway West their church home and who are actively connected, serving and supporting the church. Requests will only be considered for events that align with [Midway West Church Beliefs](#) and the [Midway West Church Mission](#) and aren't associated with the sales of any products or services. Depending on the complexity of the event, it may be necessary to charge a fee for expenses incurred.

Midway West Church reserves the right to refuse any usage at its discretion. Midway West Church ministry events and other church sponsored functions take first priority. Non-church sponsored functions or events may NOT be scheduled during our regular service times.

Fire regulations require that no door, interior or exterior be blocked in any way. Destruction or loss of equipment is to be reported immediately to the Facility Coordinator. The Facility Coordinator will present the issue to the Midway West Church Core Leadership Team and they will decide responsibility for replacement. No use of tobacco products, alcoholic beverages or illicit drugs within any facility. Tobacco usage only permitted in the designated outside areas and not within 25 feet of any entrance. There is to be no cigarettes extinguished and left on the ground, sidewalks or parking lot, and no spitting on the parking lot or sidewalks. No alcoholic beverages or illicit drugs are to be brought on the church property. Besides bottled water for medical/vocal purposes and juice/bread for communion, there are to be no food or drinks in the Church Sanctuary.

## Facility Set Up and Cleaning

The facilities must be left in the same neat, clean and orderly manner than they were found. The chairs and tables in the [Children's Building](#) will need to be stacked on their transport carts and returned to their storage room or the location they were left for your event. The tables and chairs are not permitted to leave the Midway West Church buildings (this includes taken outside for your event). The floors will need to be vacuumed and/or mopped. Kitchen counter will need to be cleaned. All trash must be removed and placed in the dumpster outside the Worship Center. Bathrooms will need to be swept/mopped, sinks and toilets cleaned (if necessary) and trash removed. The chairs in the common area of the [Education Building](#) will need to be returned to their transport carts. The chairs in the classrooms need to be placed around the perimeter of the room in a neat and organized manner. The chairs in the [Worship Center](#) must be returned to the layout they were found and ready for the next Worship Service.

All wall, ceiling and window decorations to be used are to be pre-approved by the Facility Coordinator. There are to be no nails, glue, tacks or tape used to adhere the decorations. Use of Non-harming adhesives such as HandiTAK poster adhesive or 3M Command strips may be used and must be removed during the clean up.

The Air Conditioner/Heat unit will need to be programmed to the desired setting as listed in the Event/Facility Information Sheet you will be given at the time you receive the facility key and temporary alarm code. All the lights will need to be turned off, the alarm set and the doors securely locked when you leave.

### **Facility Key and Temporary Alarm Code**

You will be responsible for arranging a time to pick up the facility key and the temporary alarm code during regular church hours from the Facility Coordinator. The facility key and temporary alarm code will only be issued to the person in charge of this event and they will be person held responsible for the facilities during this time of use. The facility key or temporary alarm code cannot be shared to anyone else. The person in charge of this event must remain active at the event for its duration.

### **In Case of Emergency**

In case of an emergency please contact 911 immediately. After contacting 911, please contact the Facility Coordinator to inform the church of the incident.

In the case of a non-emergent issue, contact the Facility Coordinator. A non-emergent issue might be, but is not limited to, accidentally setting off the security alarm. In the event of this non-emergent issue, you need to contact the Facility Coordinator on their cell phone (found on the Event/Facility Information Sheet) **immediately** so the Security Company can be contacted to prevent an emergency visit from the Sheriff's Office.

### **Security**

It is your responsibility to secure your valuables while using our facility. Midway West Church is not responsible for lost, stolen or damaged items.

### **Grounds/Volleyball Courts/Smokehouse/Backyard Facility**

No vehicles are allowed off of the designated parking area. This is primarily for the safety of your participants but also for the protection of underground utilities and the preservation of the landscaping. There will be no loud music, yelling or disruptive behavior (we must respect the neighbors near our facility). There will be no shirtless gentlemen and the ladies must remain modestly covered at all times.

### **Audio/Visual Needs**

There will be a fee for the hiring of our Media Director (or Team Member) in order to use the Media Equipment. Any and all Media Teams fees will be presented to you in writing once the event has been approved. If you need to use the portable TV/DVD player, please indicate on the request form and that can be made available for your use at no charge.

In that use of our facilities has been granted to you (your party), it is agreed that you have read and fully understand the Facility Use Policy and agree to abide by all that is set forth in afore mentioned policy. **By signing this form you are stating that you have read and agree to the Facility Use Policy.** *Please keep a copy for your records.*

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Signature

Date