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**Building Usage Policy**

Updated 10/2019

**General Policies:**

1. Any events scheduled must not conflict with regularly scheduled Harvest events and activities.
2. Any member and/or regular attender in good standing may use the building as long as it serves the church’s mission.
3. A Building and Room Request Form must be completed and turned into the office. Groups that meet regularly will have a copy of this form kept on file. (e.g., Club 56, Harvest Youth, etc.) Applicants will receive conformation of their reservation from the office.
4. We ask that overseers of permitted groups keep their members from using or going to other parts of the building that have not been scheduled for their use, particularly if other activities are going on in the building at the same time.
5. Smoking is not permitted inside the building. Alcoholic beverages are to be kept clear of the premises.
6. Jonah Ullman must ok use of sound equipment or musical instruments in the building. The permitted group will be held responsible for any damage that occurs to this equipment during their use of the building.
7. If something is discovered to be in need of attention or repair, please notify the church office immediately.
8. Group leaders should plan on arriving early enough to set-up any equipment for their event, and clean-up should take place immediately after the event.
9. The following is a check list to help with the clean-up process:
   * All tables, counters, and equipment wiped down (e.g., coffee maker, dishes, etc.)
   * Chairs, tables, and equipment returned to where they were found.
   * Items moved in the all hallways and restored to a secure location so that areas are clear.
   * All food items must be put in the proper place.
   * Garbage cans should be emptied, and clean garbage can liners should be put in place.
   * Garbage should be taken to the black and brown dumpster behind the building.
   * Areas used ought to be vacuumed, swept, and mopped.
   * Towels and tablecloths washed and returned to the church.
   * Depleted supplies should be noted on the tablet on the refrigerator door in the kitchen (e.g., paper products, garage bags, etc.)
   * Lights, air conditioner, and heater turned off.
   * Building locked and secured.

1. A $50.00 deposit is required to hold your event day. You will receive your deposit back if event room is in good order.

In close, we ask that you make every effort to leave the building better than you found it. If you have any other questions or concerns, please contact the office at Harvest Bible Chapel Cleveland Northeast at (440)942-8420.

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Building & Equipment Use Application

Please fill out this form in accordance with the deadlines in our Building & Equipment Policy. If requesting for a Group, please fill in the information for the Primary Contact for the event.

Contact Information:\*

Name:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Requested:\*

If recurring, when is start and end date?

Time of Event (Beginning & Ending):\*

Please list the entire time (including setup & Teardown) during which the building is needed (including AM/PM distinction).

Alternate Date Request:

If your first choice of date is not available, please list an alternative date which will work for your event.

How many people are attending?

Will you need tables and chairs?

Facilities Needed:\*

Please check all rooms you plan to use.

* Worship Center
* Welcome Center
* Kitchen
* Harvest Kids (K-3)
* Harvest Kids (Pre-K)
* Nursery

Equipment Requested:\*

Please check all equipment you plan on using during the event.

* TV/DVD/Blueray
* Sound Board
* Microphones
* Speakers
* Coffee Brewers
* Other