



Building Use Request Form

Colonie Christian Life Center

Individual/Group Name Requesting Space:

Contact Name (if requesting on behalf of a group):

*The "contact person" will be considered responsible for post-event clean up unless that service is requested.

Address:

Phone Number:

Email:

Description of Event/Activity:

Approximate Number of Attendees Expected:

Event Frequency:

One Time →

Date Requested:

Repeated →

Frequency:

Date of First Use:

Other →

Please describe:

Date of First Use:

Starting / Ending Times (including rehearsal/setup/clean up):

/

Specific Facility Space Requested (check all that apply):

Sanctuary

Fellowship Hall

Large Classroom(s)

Small Classroom(s)

Kitchen

Nursery

Cafe

Outside Areas

Specific Services Requested (additional charges apply):

Officiant/Emcee

Sound/Media Tech*

Setup/breakdown

Nursery Attendants

Post-Event Cleaning

*If a sound/media tech is requested, our tech will contact you ahead of the event re: services needed and setup/breakdown time so an accurate fee can be determined.

Other Needs / Notes:

FOR OFFICE USE:

Date Received by Administrator:

Is requestor a Covenant Member of CCLC?

Staff Recommendation:

Approved

Disapproved*

Date:

*Reason for Disapproval:

Board Recommendation:

Approved

Disapproved*

Date:

*Reason for Disapproval:

Price Set:

Pastor's Signature:

Colonie Christian Life Center (CCLC) is a religious organization and, as such, the CCLC site is not a place of public accommodation. It's facility and grounds are available for secondary use (non CCLC sponsored events) to CCLC covenant members and regular attenders only. Usage requests from those not part of the CCLC community will be considered on a per case basis. All requests must be made using the Building Use Request Form. Final determination will be made by Pastor and Board of directors.

Base Fees	
Main Sanctuary	\$150
Fellowship Hall	\$55
Large Classroom	\$45
Conference Room	\$30
Nursery	\$30
Kitchen	\$30
Outside Areas	\$30
Sound/Media Technician	\$75 first hr, then \$25/hr
Officiant/Emcee	\$25/hr
Setup/Breakdown	\$25/hr
Nursery Attendant	\$25/hr
Parking Attendant	\$25/hr
Additional Cleanup / Maintenance	\$25/hr
Total Base Fee	\$

Checking the boxes below and signing application confirms that Requestor has read and agreed to the corresponding policies and related fees.

- Use of building will be limited to activities that do not violate the Assemblies of God interpretation of Biblical principles, as set forth in their Position Papers (available at ag.org)
- Use of building will be limited to requested and approved rooms, dates, times and function.
- Adult supervision for youth and children must be provided by the Requestor(s). Minors are not to be left alone in any room nor allowed to wander hallways or grounds, including parking lot or playground.
- Requestor(s) is fully responsible to cover the costs of any damage caused to the building or equipment during use.
- Requestor(s) is responsible to return rented space(s) to original condition, cleanliness, and set up.
- Requestor(s) is responsible to shut off all air conditioning, heating and lights, and ensure all exterior doors are locked upon leaving.
- Under no circumstances should sound/media equipment be used unless an approved technician is present.
- If using kitchen, Requestor(s) will bring own coffee and cleaning supplies. Utensils, silverware, and dishes should be thoroughly cleaned and returned to the cabinets.
- Requests with hourly fees attached require a 48 hour cancellation or fees will not be refunded.
- Violation of these policies will result in a charge of \$25 and will weigh into consideration of individual/group building use request approval in the future.**

Applicant Signature _____ Date _____