



Cityview

COMMUNITY CHURCH

Facility Reservation Request and Agreement

_____ I have read and I agree to the *Facilities Use Fee Schedule*.

Event and Description: _____

Date: _____ Event start time: _____ Event end time: _____ Set Up Date: _____ Set Up Time: _____

Is this a recurring or one-time event? _____

Requested by:

Name: _____ Phone: _____ Email: _____

Address: _____

Please state whether you are a:

_____ Cityview Church Member _____ Non-Member _____ Church-Sponsored Ministry _____ Non-Member Group/Organization

If not Member/Regular Attendee of Cityview, list church affiliation: _____

For Outside Organizations

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

Website: _____

Organization's Officers and Leaders:

Insurance FEIN Number: _____

For-Profit or Not-for-Profit: _____

Please describe the purpose for which you intend to use the facilities:

Communication

Would you like your event to be advertised in the church's e-newsletter? (Subject to church policy) _____

Rooms Requested:

_____ Sanctuary (seats 350) _____ Sound System _____ A/V needs _____ Other media

_____ Heritage Library (Couches - seats 10) _____ Room 208 (seats 12) _____ Gym

_____ Multipurpose Room (seats 150) - Tables (#, size, round or rectangle) _____ # of Chairs _____

_____ Family Ministry Room (seats 48) - Tables (#, size, round or rectangle) _____ # of Chairs _____

_____ Room 302 (seats 33) _____ Room 304 (seats 18) _____ Room 305 (seats 10) _____ Room 306 (seats 24-35)

_____ Kids' City classroom(s) needed: _____

Do you require custodial service? _____ (Please note we may require you to use custodial services.)

Will you be serving: Food (\$100 fee) Y/N _____ Use Keurig machines (\$50 fee) ? Y/N _____

_____ If yes, please explain: _____

Please read and sign the affirmations statements and the declaration of faith.

Internal Office Use Only

Date Received: _____

Signature of Approval: _____ Date Approved: _____

Notified on: _____

Facility Coordinator: _____ Confirmed on: _____

Sound: _____ Confirmed on: _____

Custodian Notified: _____

Pastor involved: _____

Building conflicts: _____

Open/Close: _____

Special requests:

Invoice for deposit sent on: _____ Deposit received on: _____ Amount: \$ _____

Invoice for balance sent on: _____ Final payment received on: _____ Amount: \$ _____

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount that is ¼ of the total payment and any other fees required by the church. See Facilities Use Fee Schedule.
5. I understand my group is restricted to only those areas of the facility that the group has reserved.
6. I understand church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to event. Also, room used must be cleaned up and left as they were, unless otherwise agreed upon.
7. I understand that all lights & A/C must be turned off and doors locked upon departure.
8. I understand that food and beverages are allowed in the lobby upstairs, Multipurpose Room, Rooms 205-208, Family Ministries Room. Covered beverages only are allowed in the sanctuary. I understand that food and beverages are allowed only in spaces agreed upon.
9. I understand I am responsible for clean up using these guidelines: If a custodial fee is NOT paid to the custodian, the rooms used should be put back exactly how they were before the event. This could mean vacuuming, taking out the trash, and general clean up and cleaning of counter tops, sinks, etc. The bathrooms should be left picked up and reasonably clean, but the custodian will do the actual cleaning of toilets, sinks, and floors. If a custodial fee is paid (required for weddings and for other events at the discretion of the Pastor/Deacons), we expect all trash to be put in trash bins (no liquids) and the room to be as clean and picked up as possible minus vacuuming and cleaning that requires cleaning products.
10. I understand that the church does not allow in its facilities or on its property: alcohol, drugs, abusive or foul language, and violent behavior. Any person exhibiting such behavior will be required to leave the premises. Also I understand that smoking is prohibited inside the church. Smoking is allowed outside the building a minimum of 15 feet away from entrances, exits, windows that open, or ventilation intakes, in accordance with IL state policy.
11. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
12. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
13. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and I Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Check List before leaving the building:

- Are the lights off and doors closed?
- Are the A/C units off?
- Are you forgetting any items that you may have brought with you?
- Is the church equipment, such as tables and chairs, returned to original placement?
- Is cleaning required or are you charged a custodial fee?
- Do I need to return a key?

I have carefully read and reviewed this Waiver and Release and the above statements of affirmation.
I understand it fully and I execute it voluntarily.

EXECUTED on this Date: _____

Participant Signature

Participant Printed Name

DECLARATION OF FAITH

The Word of God

We believe the sixty-six canonical books of the Old and New Testaments are the divinely inspired, infallible Word of God, without error in the original manuscripts, and God's complete, written revelation to humankind. The Bible is sufficient and trustworthy for life, faith, conduct, and practice, and is the supreme and final authority in all matters to which it speaks. We further believe there is but one true interpretation of Scripture, although there may be several applications. The true meaning lies in the text and is that which the divinely-guided author willed to convey. It is recoverable through careful application of a literal (grammatical, historical, contextual) method of interpretation under the guidance of the Holy Spirit, and in the community of Christ. The Holy Spirit illumines the text, enabling the reader to embrace the significance of what God has communicated, and to see the glory of Christ in the Word of God.

The Trinity

We believe in one God, Creator and Sustainer of all things, eternally divine existing in three persons: Father, Son and Holy Spirit; we believe that these are equal in every distinct perfection and they execute distinct but harmonious offices in the work of creation, providence, and redemption.

God the Father

We believe in God the Father: an infinite, personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of humanity, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. We believe God's knowledge is exhaustive; that He fully knows the past, present, and future independent of human decisions and actions. The Father does everything in accordance with His perfect will, though His sovereignty neither eliminates nor minimizes our personal responsibility.

Jesus Christ

We believe that Jesus Christ is the incarnation of God's eternal Son. God the Son has precisely the same nature, attributes, and perfections as God the Father and God the Holy Spirit. We believe further that He is not only true God, but true man, conceived by the Holy Spirit and born of the virgin Mary. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible return from heaven.

Holy Spirit

We believe in the Holy Spirit, His personality and His work in regeneration, sanctification, and preservation. His ministry is to glorify the Lord Jesus Christ, to implement Christ's work of redeeming the lost, and to empower the believer for godly living and service. We believe the Holy Spirit distributes spiritual gifts to believers as He wills for the common good. No gift signifies His baptism or filling, nor does any gift provide authoritative revelation beyond what has already been revealed in the Holy Scriptures. Life in the Spirit includes trials and does not guarantee physical health, material wealth, nor confirming outward signs.

Humanity

We believe God originally created persons, male and female, in the image of God and free from sin. We believe all people are sinners by nature and choice and are spiritually dead. We also believe that those who repent of sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit. We further believe that human life is precious and should be protected from beginning, at fertilization, until death.

Salvation

We believe in salvation by grace through faith in the Lord Jesus Christ. We further believe that this salvation is based upon the sovereign grace of God, was purchased by Jesus Christ on the cross, is eternally secured by the Holy Spirit, and is received by faith, apart from any human merit, works, or ritual. We further believe salvation results in righteous living, good works, and proper social concern.

Marriage & Sexuality

We believe God designed marriage to be a lifelong monogamous covenant relationship between one man and one woman. Marriage so defined is the only permissible context for any intimate sexual expression and is the foundation for human family. We affirm that gender is determined by our biological sex. God who made male and female in His image graciously provides our sexual identity at our conception.

The Church

We believe that the Church is the spiritual body of which Christ is the head. We believe that the true Church is composed of all persons who have been regenerated by the Holy Spirit. We believe that this body expresses itself in local assemblies whose members have been immersed upon a credible confession of faith and have associated themselves for worship, for instruction, for evangelism, and for service. We believe the ordinances of the local church are believer's baptism by immersion and the Lord's Supper. We also believe in the interdependence of local churches and the mutual submission of believers to each other in love.

Separation of Church and State

We believe that each local church is self-governing in function and must be free from interference by any ecclesiastical or political authority. We further believe that every human being is directly responsible to God in matters of faith and life and that each one should be free to worship God according to the dictates of conscience.

Christian Conduct

We believe that the supreme task of believers is to glorify God in their life and that their conduct should be blameless before the world. We further believe that they should be faithful stewards of their possessions and that they should seek to realize for themselves the full stature of maturity in Christ.

The Last Things

We believe in the bodily resurrection of the saved and lost, the eternal existence of all people either in heaven or hell, in divine judgment, rewards, and punishments.

I have read this Declaration of Faith and my event will not do anything that contradicts the above statements.

Signature: _____ Date: _____