



Facility Request

San Luis Obispo Church of the Nazarene
3396 Johnson Avenue, San Luis Obispo, CA 93401
805-543-3192 • 805-543-0330 (fax) • office@slonaz.org

REQUESTER

Instructions: Fill out the form online or by hand, then submit by email or fax.

Organization _____

Contact _____

Address _____

Phone (wk) _____ (hm) _____

Email _____

Description of Use _____

SLO Naz Sponsor _____

Expected Attendance _____

Does the organization carry liability insurance? _____

FACILITY

The gym, dining room, kitchen, student union, multi-purpose room, sanctuary, and classrooms 18-21 may be requested at most times except Sundays 8:00 AM-1:00 PM and Wednesdays after 1:00 PM.

Facility Requested

Date

Set-up Time

Clean-up Time

Furniture Needed _____

OFFICE USE

I have completed the Facility Request form in good faith and have carefully read the guidelines and information (on back). I will respect the Church and its facilities and will be responsible for leaving the Church facilities in the condition in which I found them. If I have been issued one or more keys, I will personally guarantee their safekeeping and will return them by the due date. I will not loan these keys to others nor will I duplicate them.

Signed _____

Dated _____

Requested _____

Confirmed _____

Fee _____

Paid _____

Keys Issued _____

Notes _____

Information and Guidelines Regarding Facility Requests and Use

1. Facility Request Forms should be **completed, signed, and turned into the church office at least two weeks prior to expected use**. Please note that we do not schedule facility use more than six months in advance. Also please be aware that certain major church events will receive priority over other events and may sometimes result in the cancellation of some previously scheduled, ongoing, or one time uses.
2. The Person in Charge listed as the contact person on this form, is **responsible for the care** of the requested facility. SLO Naz does not employ full-time custodial staff and therefore cannot provide set-up or clean-up of furnishings or rooms. The group using the facility should leave the premises in as good of condition as when it was found. Any damage, extra cleaning or movement of furniture required before the next use of the facility will be charged to the contact person and/or organization at a rate of \$25.00/hour.
3. While most rooms and areas have tables and chairs available, please **do not move furniture** from one room to another or take furniture from the building. **Audio/Video equipment is NOT available**.
4. The Person in Charge is **expected to enforce all Church policies and guidelines** related to activities and uses of its facilities including:
 - a.) No alcohol or other controlled substances are permitted on the church grounds or in its buildings
 - b.) Smoking or other uses of tobacco are not permitted in Church buildings.
 - c.) Foul or abusive language will not be tolerated and will be reason for dismissal from any Church building or activity.
5. The Person in Charge has the duty of **confirming arrangements** for requested facility use three to five days in advance. This person is also responsible for notifying the Church office of any changes in the facility request and/or use. The Church reserves the right to cancel any reservation due to unforeseen and unavoidable circumstances.
6. If requested, a **Certificate of Insurance** identifying the Church of the Nazarene as an additional insured location must be provided by the user prior to the date of use. The minimum amount of such insurance shall be \$500,000 Combined Single Limit Liability (Bodily Injury and Property Damage).
7. Completion of this form **constitutes only a request** for use of Church facilities. It does not ensure that your request will be approved.
8. Your facility use (if approved) is **limited to the facilities requested** on this form.

For additional information contact the Church office.