



Rev. Dr. Brian Howard

5113 Mackay Road • Jamestown, North Carolina 27282 •  
336-292-4565 • admin@adamfarmchurch.com

### Church Facilities Use Request Form

Date of Request: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Date and Time Needed: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Approximate # of People Expected: \_\_\_\_\_

Will tables/chairs be required? Yes \_\_\_\_ No \_\_\_\_ If yes, how many? \_\_\_\_\_

If yes, you will need a team in place to take down and set up chairs and tables.

What space will you use: (sanctuary? classrooms? field?) \_\_\_\_\_

HVAC Requirements (Sanctuary Use Only): Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Audio/Video Requirements: Yes \_\_\_\_ No \_\_\_\_

If yes, please fill out the Audio/Video Request form. (A member of the Audio/Video Team must be present before equipment is used.) (Requestor must be trained by the A/V person before the equipment can be used.)

There will be a fee of up to \$150 to use the church building to cover cleaning and rental fee. (pro-rated according to space used)

There's also a \$100 refundable deposit needed to secure the dates and times on the church calendar. (This deposit will be returned within two weeks if the facilities are left in the condition they are found and there are no damages.)

(The above fees are waived for AFCC members – they are responsible for cleaning up and leaving the premises in the condition they found them).

I also understand that I am responsible for the cost of replacement or repair of any items lost, stolen or damaged by me or my guests during the rental period. I agree that the deposit may be used to pay for any damage and I also agree to pay Adams Farm Community Church for the costs of any damaged or missing items, in excess of the deposit, immediately upon request and understand that I am responsible for attorney fees and collection costs should I fail to do so.

Signature \_\_\_\_\_

**OFFICE USE ONLY**

Deacon responsible for opening building \_\_\_\_\_

Deacon responsible for check-out and closing \_\_\_\_\_