One God One Thought Center for Better Living, Inc.

3605 Coronado Road /Baltimore, MD 21244

Phone: 410-406-5188 / Fax: 410-496-5270

FACIITY USAGE FORM FOR SPECIAL EVENT SERVICE

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry or Community Partner Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Special set-up time requires approval; see back page.)

Set-Up Requirements: (Chairs, Tables, Podium, Screen, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Fellowship Hall | Sanctuary | Classroom | Other (Foyer/Library/Parking Lot, etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Request for Multi-Media Services: Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment or Service Required | Type | How Many? | Other |
| Microphone (Podium, Wireless, Lapel, Standard) |  |  |  |
| Feature Selection |  |  |  |
| Music Only |  |  |  |
| Group will provide own Music |  |  |  |
| Audio Visual Set-Up |  |  |  |
| Special Request(s) |  |  |  |

Request for Kitchen/Food Services: (Meeting with Event Services Coordinator is required prior to submitting this form.)

|  |  |  |  |
| --- | --- | --- | --- |
| Catered Event | Company Name/Address/Phone | Licensed Received | Comments |
|  |  |  |  |
| Non-Catered Event  For OGOT Ministries Only | See Event Services Coordinator prior to event. | Approval  Date |  |
|  |  |  |  |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Henrietta Coward or Debra Ruffin-Dorsey)

Special Services includes staff security for facility, kitchen, parking lot attendant(s) and UFBL ministries/teachers for special activities and/or services.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Special Services | Staff/Volunteer | Hrs. | Cost | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Special Set-Up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**General Terms and Conditions for Community Partners**

**(All written details will be provided to Community Partners as required/related to specific event.)**

1. **Space Usage & Cost…\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Sound System & Cost…\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sounds and Lighting arrangements are the responsibility of your company. If you choose to utilize the church equipment, it is available at additional cost and under the supervision of church technical personnel.

1. **Limits**

No Alcohol may be served on the premises

No smoking inside/outside the building

No loitering outside of the building

All rentals must agree to adhere to policies and procedures set forth in the contract.

**We have the right to refuse or decline any request that does not adhere to our church mission.**

1. **Security Personnel Fee (Extra Cost)**

Security will be paid at the rate of $25.00 per hour. – 1 Staff (under 75 in attendance) 2 Staff (75-150 in attendance and 3-4 Staff (150+ in attendance). This applies to any event held beyond church operating hours.

1. **Certified Kitchen Coordinator Fee (Extra Cost)**

**Service required for Catering/Food Related Events -** Event Services Coordinator Fee will be paid at the rate of $35.00 per hour. This applies to any event held beyond church operating hours.

Community Partners need to secure a Certificate of Insurance and provide **two weeks** prior to the event. A non-refundable deposit of $\_\_\_\_\_\_\_ is required upon signature of agreement. A certified kitchen coordinator must be on-site for the catering/food related services.

Client is responsible for helping with set-up/break down and clean-up upon completion of the event. Any damages to the premises will be charged to the client.

Your point of contact for this agreement is Rev. Lameteria Hall. You can reach her at 410-496-5188 work or cell 410-591-3346 or e-mail her at [igess927@gmail.com](mailto:igess927@gmail.com).

Approval Signature Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Rev. Bernette L. Jones or Rev. Lameteria D. Hall)

Revised Update: 4/12/18 cc: Church Secretary