

Kelloggsville Church Cave Use Reservation Form

Use cost: \$75

Reservation and Day of Use Guidelines – Keep for your records

Reservation Guidelines

1. **Only members of Kelloggsville Church 21 years of age or older may reserve the FLC.** For the purposes of this policy, you are a member if, in the last 6 months*, you have:

- Worshipped at least two (2) times a month with the Kelloggsville Church congregation; and
- Participated in the life and ministries of Kelloggsville Church; and
- Financially supported the ministries of Kelloggsville Church

*Unless unable to do so because of military duty, enrollment at a distant school, or other reason accepted by the Council

2. **Room reservations are made through the church office only.** Contact the church administrative assistant to acquire permission to reserve the Cave (534-0085, M-F 8:30-4:00 pm).

3. We can only accept reservations **6 months in advance** to make sure that it isn't needed for a ministry event.

4. The **member** listed on this form **must be present for the duration of the reservation.**

5. **Full payment is required when you turn in this completed form.** Should you end up canceling your reservation, your money will be refunded in full as long as you tell us within 24 hours of the event. If it is a last-minute cancellation and you cannot contact the church, call the emergency contact listed on your original use agreement.

Day of Use Guidelines:

1. **Setup and cleanup are the responsibility of the member**, including garbage removal and vacuuming, if necessary.

2. Smoking, alcohol, lit candles, and the use of popcorn machine are prohibited.

3. Supplies such as coffee, paper products, etc. are not provided. Kitchenette equipment and utensils must be cleaned and put away.

4. Tacks, nails, screws, tape, or putty shall not be used to fasten decoration to walls or furniture.

5. The rental party shall be responsible for any damage to the building or equipment during the time of the rental.

6. The rental group shall save and hold harmless the church from any and all liabilities and responsibilities that arise while the group is on the premises (loss, theft, injury, etc.).

7. All members of the rental group shall remain in the basement during the rental.

Kelloggsville Church Cave Use Reservation Form

Use cost: \$75

Application Form – Turn into office with your payment

Date of rental: _____ Start Time: _____ End Time: _____

If you are more than 15 minutes late, the custodian is free to leave and your rental money will be forfeited without refund.

Type of event: _____

Number of people attending (estimate): _____

Contact Person: _____

Phone: _____

Email: _____

Alternate Phone: _____

I agree to abide by the instructions and rules listed on his use agreement.

Signed: _____ **Date:** _____

----- *Office Use Only* -----

Total Amount: _____ Check #: _____ Office Signature: _____