

# Love Fellowship Church of God in Christ

5707 Parker Road ♥ Houston, Texas 77016

www.mylovefellowship.org ♥ 713-635-7690

## Event and Facility Request Form

### Important ~ Please Note The Following Information:

- ALL of the following information MUST be complete and submitted to the church office before a date will be placed on the church calendar. Please remember, a submission of this form does not automatically place your event on the church calendar. You will receive notification of approval and/or any necessary changes.
- Each requester is fully responsible for set-up and clean-up.

Activity: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Date of Activity: \_\_\_\_\_ Sun / Mon / Tues / Wed / Thurs / Fri / Sat

Start Time: \_\_\_\_\_ A.M. or P.M. End Time: \_\_\_\_\_ A.M. or P.M.

Co-Sponsors of Activity (if applicable): \_\_\_\_\_

Responsible Adult: \_\_\_\_\_ (supervising set-up, clean-up, etc.)

Responsible Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Frequency of Activity: ☐ One Time ☐ Specify: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Room (s) Requested: ☐ Sanctuary ☐ Kitchen ☐ Parking lot ☐ Other: \_\_\_\_\_

Event Needs:

☐ Chairs, #: \_\_\_\_\_ ☐ Table, #: \_\_\_\_\_ ☐ Other, Specify: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ *For office use only*

### Publication needs/requests

Publication/Venue	"X"	# of Weeks	Start Dates	Maximum Duration	Submission Deadline
Program				3 Weeks	Monday prior to publication
Bulletin Board				3 Weeks	Monday
Newsletter				1 issue	2 <sup>nd</sup> Tuesday
Verbal Announcement				2 weeks	Monday

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## Publicity Needs:

Bulletin Board: All information should be submitted to the church office (COPY READY) for posting.

Newsletter: All information should be emailed to the church office ([admin@mylofefellowship.org](mailto:admin@mylofefellowship.org)) by the 2<sup>nd</sup> Tuesday of the month. (if needed)

Additional Publicity (internal/external): Approval must be obtained from the church office prior to distributing.

**Verbal Announcement: These are reserved for church events only.**

**Include text:** \_\_\_\_\_

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**Publicity is on a first come, first served basis and content is subject to editing. Please work with your department leader for all publicity.**

\_\_\_\_\_  
**Requester name**

\_\_\_\_\_  
**Requester email**

\_\_\_\_\_  
**Requester Signature**

\_\_\_\_\_  
**Date**

## Below Office Only

☐ Activity has been placed on the church calendar as requested.

☐ Activity has been placed on the church calendar with the following adjustments:

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**Event\Service Status**   ☐ Approved   ☐ Denied   ☐ Approved, with revision: \_\_\_\_\_

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\_\_\_\_\_  
**Church Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Church Pastor**

\_\_\_\_\_  
**Date**

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## Policies on Use of Facilities

The purpose of our buildings and grounds is to serve our congregation, the neighborhood, and the community. Church members, outside groups and organizations may use the facilities so long as the activity is consistent with the mission of our church. The use of all church facilities is first and foremost for the ministries of Love Fellowship Church of God in Christ and therefore takes priority over other types of usage. In an effort to properly use and maintain the facilities of the Love Fellowship Church of God in Christ, the following policies will be in effect.

### General Guidelines:

- Members of the Love Fellowship COGIC shall monitor compliance to these policies and take appropriate action. \_\_\_\_ (initial)
- All events, activities, music, dress, and behavior shall be supportive of, and consistent with, the Christian values and witness of Love Fellowship Church of God in Christ. \_\_\_\_ (initial)
- Church members may reserve church facilities up to 12 months in advance while non members may reserve the facilities up to 6 months in advance. (Exception would be weddings for nonmembers and then the facilities may be reserved up to 12 months in advance.) \_\_\_\_ (initial)
- The person designated on the reservation form is responsible for communicating our policies to their entire group. \_\_\_\_ (initial)
- The person designated on the reservation form is responsible for turning off all lights, air conditioning or heat, and making sure all doors are locked before leaving. \_\_\_\_ (initial)
- All children must be accompanied by an adult (21 years or older). \_\_\_\_ (initial)
- Absolutely **NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES** are allowed in or on any church property. \_\_\_\_ (initial)
- No tobacco products are allowed in the buildings (hallways, foyers, and restrooms included.) \_\_\_\_ (initial)
- Dancing is prohibited in or on any church property (exceptions for worshipful, spiritual, interpretive dance which must be approved by church staff.) \_\_\_\_ (initial)
- With the exception of those assisting the handicapped, pets are not allowed inside any of our church facilities. \_\_\_\_ (initial)
- Rooms will be returned to their original arrangement. Tables and chairs must be cleaned and put back into place if moved. \_\_\_\_ (initial)
- Decorations for any event should be of the kind that will leave no permanent marks on the facility. \_\_\_\_ (initial)
- The use of nails, screws, thumb tacks, staples, tape or any type of glue on any equipment, walls, or furnishings is prohibited \_\_\_\_ (initial)
- All groups are expected to help keep our facilities clean. \_\_\_\_ (initial)
- Shoes must be worn at all times in the building, and proper footwear must be worn by all participants for any recreation activity. Cleats, skateboards, skates, roller blades, roller shoes, bicycles, etc. will not be permitted inside our facilities. \_\_\_\_ (initial)
- Any equipment which is lost or damaged by misuse must be replaced or repaired by the individual requesting use of the building. \_\_\_\_ (initial)
- **The requested facility must be vacated by 11:00 pm on date requested. (please allow time for clean up)** \_\_\_\_ (initial)

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## Sanctuary Guidelines:

- Floral arrangements or decorations of any kind shall not be placed on the musical instruments. \_\_\_\_ (initial)
- Elements of the Lord's Supper are the only food and drink allowed in the Sanctuary, except for requested events specifying food items. \_\_\_\_ (initial)
- The use of rice, confetti, or other material shall not be thrown inside any of the church buildings. Birdseed only may be thrown outside. \_\_\_\_ (initial)
- Only drip less candles may be used and a protective floor covering must be used under the candelabra to prevent wax from dripping on the carpet/furniture. \_\_\_\_ (initial)
- If chair markers with candles are used, they must have votive cups that will catch all wax and the markers must be attached so that the chairs is protected from the clamp. \_\_\_\_ (initial)
- The church sound equipment is available for use during weddings and other special events. However, the system must be operated by a member of our Sound Committee or designee. The fee for this service is shown on the attached Fee Schedule. \_\_\_\_ (initial)
- Movement of foyer furniture is prohibited. \_\_\_\_ (initial)

## Fee Schedule for Use of Facilities

	Member	Non-Member	Office Only (Amt)
Deposit	\$0	\$300.00	
Sanctuary/ Fellowship Hall	\$0	\$100*	
Sound System	\$0	\$50*	
Kitchen	\$0	\$75*	

Deposit is due 2 weeks before requested event and the deposit will hold the requested event.

Deposit will be refunded within two weeks after the completion of the event if the building and grounds are left in satisfactory condition.

\*Building and facilities fees are subject to be waiver and/or discounted upon church approval.

The total amount will be due at the time of scheduled event, please **NO CASH**. The certified check or money order should be made payable to **Love Fellowship Church of God in Christ**. For credit card transaction, contact the church administrator and there will be a \$20.00 processing fee per credit card.

We ask that you limit all activities to the area of the church that you have reserved.

I have read and understand the above charges and guidelines.

\_\_\_\_\_  
**Requester Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Church Administrator**

\_\_\_\_\_  
**Date**