

**MOSAIC CHURCH**  
478 Columbia Industrial Blvd.  
P. O. Box 2402  
Evans, GA 30809  
706-650-9187

Today's Date: \_\_\_\_\_ Group or Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Business/other #: \_\_\_\_\_ Email: \_\_\_\_\_

Mosaic member? Y N Will you be in attendance for the entire event? Y N

**EVENT INFO:**

Event Title/Description of Event:

\_\_\_\_\_

Will a fee or admission be charged? \_\_\_\_\_ Is this for profit or personal gain? \_\_\_\_\_

Non-Profit Tax ID #: \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

Start/Setup time: \_\_\_\_\_ End/Clean up Time: \_\_\_\_\_ Audience Size: \_\_\_\_\_

Group Participants: (Check all that apply) Adults Youth Children

Occurrence: \_\_\_ One time \_\_\_ Weekly \_\_\_ Other – specify \_\_\_\_\_

Space(s) Needed: \_\_\_ Worship Space w/ bathroom access \_\_\_ Cafe \_\_\_ Kitchen access  
\_\_\_ Fun Room w/bathroom access \_\_\_ Classrooms (how many?)

Will food and/or drinks be served? Y N (No alcohol/beer/wine on premise.)

Are you requesting: Sound? Y N Media? Y N

**Note:** Only Mosaic sound and media technicians may operate the church's equipment. *There will be an hourly charge (for each technician).* Sound technicians will be compensated for an hour before and an hour after the event unless specifically authorized by the *Worship Arts Director.* *The fee will be paid directly to the technician(s) at the event.*

Facility Support Fee: For security purposes, keys will not be given to anyone who is not a member of Mosaic UMC. Approval of the event is contingent on the availability of a Mosaic member who must agree to open the building, remain onsite during the event and secure the building. *There will be an hourly charge beginning at the time the building is opened. The fee will be paid directly to the Mosaic member.*

(O V E R)

# MOSAIC CHURCH

## FACILITY USE APPROVAL

### General Guidelines for Use

- A. Requests are required to be submitted a minimum of 14 days prior to the event. Reservations will be honored on a first-come basis. Mosaic’s regular church and ministry activities will take priority over any other requests.
- B. It is the responsibility of the user to leave Mosaic the way it was found (or better!).
  - Reset tables and chairs as you found them.
  - Leave the room clear of all materials brought in including any signs or decorations.
  - If food/drinks are served, wipe down tables and vacuum the area used.
  - Do not leave surplus food anywhere in the building (including the refrigerator or freezer).
  - Pick up all trash and discard it in the **outside** trashcan near the back corner of the building.
  - If kitchen is used, all utensils should be washed, dried and placed in appropriate storage space. Countertops should be wiped clean.
- C. No alcohol (wine, beer or liquor) is permitted.
- D. No smoking is permitted inside the building or near doorways.
- E. Any damage, defacement or breakage of church property should be reported to the church office within 24 hours. (706-650-9187)
- F. Every activity or event on Mosaic properties must bring glory to God. The church will not be used for any event which endorses, promotes or opposes a political party, candidate or legislation.
- G. When applicable, media is required to be supplied to the technician 5 days in advance of the event.
- H. Supervision of children and youth is a must. Safe Sanctuary guidelines must be followed.
- I. A Certificate of Liability (when applicable) is required before approval of a request.

<b>OFFICE USE:</b> Review the following with the responsible party. Where applicable, indicate the fee amount.	
<p><i>To be submitted prior to approval:</i></p> <p style="text-align: center;">Certificate of Liability: _____</p> <p><i>To be collected <b>5 days</b> prior to event:</i></p> <p style="text-align: center;">Deposit: \$ _____</p> <p style="text-align: center;">Facility Use Fee: \$ _____</p>	<p><i>To be paid to the individual at the event:</i></p> <p style="text-align: center;">Media Technician Fee: \$ _____/hour</p> <p style="text-align: center;">Sound Technician Fee: \$ _____/hour</p> <p style="text-align: center;">Facility Support Fee: \$ _____/hour</p> <p>Notes:</p>

### ACCEPTANCE OF RESPONSIBILITY

As the responsible party of this agreement, I will abide by the conditions and rules set forth in the Guidelines for Facility Use of Mosaic Church. I agree to pay the deposit and facility use fees 5 days prior to the event. I will assume responsibility for damage, loss or other liability arising from the use or misuse of the facility. I will indemnify and hold Mosaic harmless from any and all claims that may arise as a result of the use of the facilities.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Responsible Person \_\_\_\_\_

Approved by:
Date: