

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

*This request form for facility use is required except when the event is a Mosaic Church-sponsored activity.
Requests should be submitted a minimum of 10 workdays prior to the event.
After reviewing your request, you will be notified electronically within 5 workdays.*

Today's Date: _____ Group or Organization: _____

Responsible Person: _____ Cell #: _____

Business/other #: _____ Email: _____

Mailing address: _____

Mosaic member? Y / N

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

Description of Event:

Date(s): _____ **Event Start-End Time:** _____

Setup time: _____ Clean up Time: _____ Audience Size: _____

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

Occurrence: ___ One time ___ Weekly ___ Other – specify _____

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

Non-Profit Tax ID #: _____

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

Facility Support Fee: When required by the policies and procedures, a Mosaic member must be compensated for opening the building, remaining onsite during the event and securing the building.

Certificate of Liability: When required by the policies and procedures, a certificate of insurance (liability) is required prior to approval of the request.

MOSAIC CHURCH

FACILITY USE AGREEMENT

General Guidelines

- A. Every activity or event on Mosaic properties must bring glory to God.
- B. Supervision of children and youth is a must and is the responsibility of the adults in attendance.
- C. No alcohol (wine, beer or liquor) is permitted.
- D. Smoking is permitted outside in designated areas.
- E. Mosaic Church does not have custodial staff; therefore, 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.
 - Wipe down tables, vacuum the area used and mop up spills.
 - Empty all trash and discard it in the **outside** containers near the back corner of the building.
 - Take surplus food with you. Do not leave on counter or in the refrigerator or freezer.
 - If the kitchen is used, all utensils should be washed, dried and placed in appropriate storage space. Countertops should be wiped clean.
- F. Facility fees are based on time segments of five (5) hours. Use of the building beyond (5) hours but less than ten (10) will be considered two (2) segments of time.
- G. Any damage, defacement or breakage of church property should be reported to the church office within 24 hours. (706-650-9187)
- H. There will be an additional fee associated with the use of a sound or media technician.

ACCEPTANCE OF RESPONSIBILITY – Sign below and submit with the request.

- As the responsible party of this agreement, I will abide by the conditions and rules set forth in the Policies and Procedures for Facility Use of Mosaic Church.
- I agree to pay the deposit, if applicable, 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 _____