



Offices – 4901 Central College Rd. – Westerville, OH 43081
Church Building – 4877 Central College Rd. – Westerville, OH 43081
Email for Facility Scheduling Communication: FacilityScheduling@Questvineyard.org

INDOOR AND OUTDOOR FACILITY REQUEST FORM
Please return this form to Quest Vineyard Church Office when Completed.

Person Requesting

Date: _____ Name of Person: _____

Name of Organization: _____ Status: Nonprofit For-profit

Do you regularly attend QVC? yes no

If 'No', who recommended our facility? _____

Are there people on your team/event who regularly attend QVC? yes no

If 'Yes' who? _____

Contact Information

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____

Additional Phone #(s): _____

Email: _____

Secondary Contacts (Additional coaches or leaders involved)

Name: _____ Cell #: _____ Email: _____

Name: _____ Cell #: _____ Email: _____

Event Information

Space(s) Requested: _____

Type of Activity/Event: _____

Estimated Attendance: _____ Are Participants paying for this event? yes no

If 'Yes', how much? _____

Booking Schedule Information

Day of Week*	Start Time	End Time	Start Date	Recurring	End Date	Exceptions** or Notes***	Adm Only
First Choice Days and Times							
Second Choice Days and Times							

*Use the following abbreviations: Sn, M, T, W, R, F, Sa (Gym & Auditorium are not available for rent on a Sunday)

**Exceptions: If you selected Recurring "Weekly" on Thursdays for an entire basketball season, but there are some Thursdays you will not be practicing because of a holiday Or some other reason, and don't want to pay for those days, list those dates.

***Notes: If you are using multiple rooms and but don't need every room every time, use the notes section to breakdown what rooms you need on what nights. This might include listing each room(s) separately and their days/times.

Equipment

Equipment you want Quest to supply or setup: *(additional charges for equipment and labor will apply)*

Names of the individuals needing key fobs:

Graphic projection with no sound: yes no Graphic projection with sound: yes no

Microphone: yes no If yes, how many and for what? _____

Events with Minors

Will there be children under the age of 18 present? yes no

Names of adults supervising the event: *(Two adults over 21 must be present per #6 of the Rules below)*

Have the adults (listed) been professionally background checked **and** approved to work with minors by the organization requesting the use of Quest? yes no

Refunds/Cancellations

1. If for some reason your activity conflicts with a church activity that is planned after (or was overlooked in error) once the agreement for your facility usage is executed, we reserve the right to reschedule or cancel your time for the conflicting dates. This may include events of current Quest ministries, funerals or weddings. We will notify you in advance of any potential occurrences and will either reschedule or issue an appropriate refund.
2. In the event of building closure due to inclement weather, or your cancellation of practice due to weather, Quest Vineyard Church will be under no obligation to refund rental fees or to reschedule your missed time, though efforts will be made to reschedule.
3. Fees will NOT be refunded if you cancel your event for any other reason less than 14 days prior to the scheduled event.

Initial here that you have read "Refunds/Cancellations": _____

Facility Fee Schedule

- I have read and understand the fee schedule. I understand that if my request is accepted, I will have 3 business days (Quest offices are closed Fridays) to submit the deposit and fees to finalize the reservation.

Initial here that you have read "Facility Fee Schedule": _____

Rules

Quest Community Church reserves the right to deny use of the facility/field to any group(s) who fail to comply with the rules and regulations set forth below. It is understood that the group/organization using the facility/field will comply with the laws of the State of Ohio and all the rules and regulations set forth by Quest Vineyard Church.

Any group(s) who abuse the facility or violate rules and regulations will be refused any future rentals, and deposit/charges for damage and cleaning will be assessed.

1. The facility is available for use from 8:00 a.m. until 10:00 p.m. Monday through Friday. Individuals and groups are expected to be out of the building outside of these hours unless given prior approval.
2. Saturday rentals will be limited, and Sunday is reserved for church-related activities only. The church observes all major holidays and is closed on those dates. Individuals and groups may not use the facility on these days unless given prior approval.
3. Smoking anywhere inside the building is not permitted.
4. *Quest is a completely safe place for everyone, including those who have struggles with alcohol and drugs.* The storage, serving, or consumption of alcoholic beverages and drugs anywhere on the church property is strictly prohibited.
5. Concealed handguns are not permitted anywhere on church property.
6. Children and Youth events require adult supervision (age 21 or above) at all times. In accordance with the Quest Child Protection Policy, the two-adult rule applies whenever minors are involved.
7. Children are not to be left unattended and must be supervised at all times.
8. Please use front entrance to the gym for all participants. Only fob holders enter through back entrance. Leave all gym bags and equipment in either the gym or the front entrance area ONLY.
9. Pets are not permitted in the building except for service animals serving persons with disabilities.
10. All rooms and equipment must be left in the same condition in which they are found. Any defacement or damage to property or equipment must be reported immediately and repaired or replaced promptly by the individual or group using the room(s) and equipment.
11. Groups using the gym must avoid running into or using the movable walls at all costs.
12. Unless previously arranged, individuals or groups using the facilities are responsible for set-up and tear down.
13. Chairs, tables, kitchenware or equipment of any kind are not to be borrowed or removed from the church property. We have a limited number of folding chairs and 8-foot tables available for rent.

14. Parking for cars is restricted to designated areas only. Vehicles may not be left on church property for extended periods without permission.
15. Entry to the facility will be granted on a limited basis. Persons needing their own key or fob access must arrange getting the key/fob and security training with Greg.
16. The individual signing this agreement for access must ensure that no person or group uses your facility access (fob or key) for any reason other than your approved, scheduled times.
17. No burning candles or strung lights are permitted at any time.
18. The use of facility space or outside grounds to sell products or services is prohibited unless it is in association with an approved church event. Fundraising events for church-sponsored activities must be approved by the church Administrative Team.
19. Persons must refrain from blocking open doors or adjusting temperature controls.
20. All promotions, displays, signs, decorations and other communications for an event must be pre-approved by the Administrator, and may not be attached to any wall, floor, glass surfaces or ceiling. The cost of any signage or other communication is the responsibility of the event sponsor.
21. Unless otherwise approved, food and beverages may only be served in the Activity Center. All left over food and drinks must be removed from the building after the event.
22. Any ministry or group providing food or beverages is responsible for clean up after the event. Clean up includes wiping off tables, cleaning any spills on the floor, vacuuming carpet, emptying trash (including replacing clean trash bags) and putting all items back where they were found.
23. Please refrain from bringing any red-colored drinks of any kind.
24. Paper products (cups, plates, napkins, table coverings, etc.) are provided for church-sponsored events only. All other events must supply their own paper goods. All pans, containers and utensils must be properly cleaned and put away after the event. The sinks, coffee makers, microwaves, refrigerator and freezer should be cleaned and left in good condition.
25. Prior to the first day of use, we will have all participants and leaders sign a form indemnifying Quest for any damage or injury that occurs as a direct or indirect result of using Quest Facilities. Anyone who does not sign the agreement will not be able to participate.

Initial here that you have read and agree to the "Rules" of facility use: _____

INDEMNIFICATION AGREEMENT

The Applicant agrees to defend, indemnify, and hold harmless Quest Vineyard Church from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed, or recovered against or from Quest Vineyard Church by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way regardless of which claim, demand, damages, loss, cost of expense is caused in whole or in part by the negligence of the Applicant, Quest Vineyard Church or by third parties, or by the agents, servants, employees or factors of any of them.

The above conditions have been read. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Applicant: _____ Date: _____

Name of Applicant (Printed): _____

Driver's License Number (*Please attach a copy of the Driver's License*) _____

Note: Please attach a copy of the Liability Insurance of your Organization along with this application.