**Together Community Center**

**Facility Request Form**

Name of Organization: Event Date:

Event Title: Time of Event:

Contact Person: Phone:

Address: Email:

Number of Participants: Targeted Age Group:

Time Needed for setup/tear down:

Rooms Requested (Please check all that apply):

|  |  |  |
| --- | --- | --- |
|  Gymnasium |  Kitchen |  Resource Room |
|  Room 101 |  Room 102 |  Room 103 |
|  Room 104 |  |  |

Equipment Requested (Please check all that apply):

|  |  |  |
| --- | --- | --- |
|  Tables (Qty: ) |  Projector |  Speakers |
|  Chairs (Qty: ) |  Projector Screen |  Microphone (Qty: ) |
|  Headset Mic |  Portable TV (with Apple TV) |

**Special Requests:**

**Key Code/Building Access Request**: Please note the name of the individual to whom a key code is to be issued. This code will only work during times listed above. Note that key code is only to be used by the designated user may NOT be transferred to anyone.

Key Code user: Phone:

Agreement

I agree to all rules and regulations as provided by The Factory Ministries. We also agree that any damage caused by our use of the Together Community Center will be repaired at our expense to the complete satisfaction of The Factory Ministries.

I agree to assume all responsibility for damage claims of liability of any kind arising from the use of the Together Community Center facilities and to hold The Factory Ministries harmless from any claims, liability, expense, or cost connected with this use of the Together Community Center.

I agree to provide full supervision of all participants in this event and limit their access to the dates, times, and locations noted above. I also acknowledge that I have read and understand the rules as noted on the reverse of this sheet and agree to abide by all provisions.

I agree to provide a copy of the insurance certificate to the application. Certificate must be in the name of the group making the request and provide evidence of liability insurance with $250,000/$500,000 bodily injury and $100,000 property damage.

Please Print Name and Title of Authorized Representative Date

Signature

Request Approved by:

 Authorized Representative Date

**Rules for Care and Use of Facilities:**

1. Facilities must be left in the condition they were found. Room furniture and décor cannot be changed or moved around without authorization.
2. Trash is to be put in containers, spills are to be wiped up, floors should be swept if dirt was tracked into the building, and doors and windows shall be closed and locked.
3. It is not permitted to have any entrance door propped open.
4. No food or drinks in the gymnasium at any time. No skateboards, skates, rip sticks, bicycles, etc allowed. Along with that the soccer balls and footballs are not permitted.
5. Food will be limited to the cafeteria area only unless prior authorization is granted. If food was served in the cafeteria or other authorized areas, trash bags must be taken to the dumpster. The dumpster is located on the West side of the building.
6. No smoking or alcohol beverages are allowed in all buildings or anywhere on the property at any time. Failure to abide by this will result in immediate termination of the activity.
7. Keys and security codes must only be used by the person assigned. Evidence that keys and/or codes were shared with others may result in immediate termination of the activity.
8. All lights must be turned off upon leaving the facility.
9. Use of audio/visual equipment will require a Factory Staff to be present and additional charges may apply.

For any questions or if damages occur, please contact Barry Holt, Facilities Manager, immediately. He can be reached at (484) 269-4507.

**Room Descriptions:**

Room 101 can be used for up to 85 people. It is best used as a lecture room. Padded seats are arranged in rows with room up front for a projector and screen, if requested.

Room 102 can be used as a conference room. It is furnished with a conference table and up to 12 cushioned chairs. It also has a large dry-erase board and can be set up with a projector and screen.

Room 103 is typically set up in a 12-18 seat “U-Shape” and is mainly used as a classroom. There is a dry-erase board for your use.

Room 104 is a large conference room setting.

The Resource Room is a dual-purpose room. It is equipped with five iMacs for research and/or work. It also has comfortable sofa and chair seating for up to ten people.

The kitchen/cafeteria is set up with eight round tables and roughly 50 chairs. It includes a water cooler, refrigerator and freezer, two ovens, and a microwave. Food may not be prepared in this room, but can be served.

The gymnasium can be set up in various configurations. If you are requesting the use of the gym, please specify your intentions in the “Special Requests” section of the Facility Request Form. The gym also has four basketball nets, basketballs available, and a Gaga pit on the stage.