

Disciples Christian Church

3663 Mayfield Road, Cleveland Heights, Ohio 44121

216 382-5344

www.discipleschristian.org

office@discipleschristian.org

ROOM RESERVATION REQUEST

Today's date _____

Name of Group/Organization _____

Contact Person's name and phone number _____

Contact Person's email _____

Room/s requested _____

Sanctuary Chapel Gathering Room
 Fellowship Hall (Entire Room) Fellowship Hall (Half Room) Oakridge Auditorium
 Nursery Room Kitchen

Single Event

Date of Event _____ Room set-up time _____

Beginning Time _____ Ending Time including tear down and clean up _____

Number of attendees expected _____

Purpose of gathering _____

On-Going Event

Daily Weekly Monthly Other Day(s) of the week _____

Beginning Date _____ Ending Date _____

Beginning Time _____ Ending Time including tear down and clean up _____

Number of attendees expected _____

Purpose of gathering _____

How do you want the room set up? (You may use the back of this sheet to check set up desired)

Lecture Classroom Dining
 Open Square Closed Rectangle Row Seating
 U- Shape Clear Other (draw on back page)

Will food be served? Yes No

If so, do you plan to utilize our kitchen? Yes No

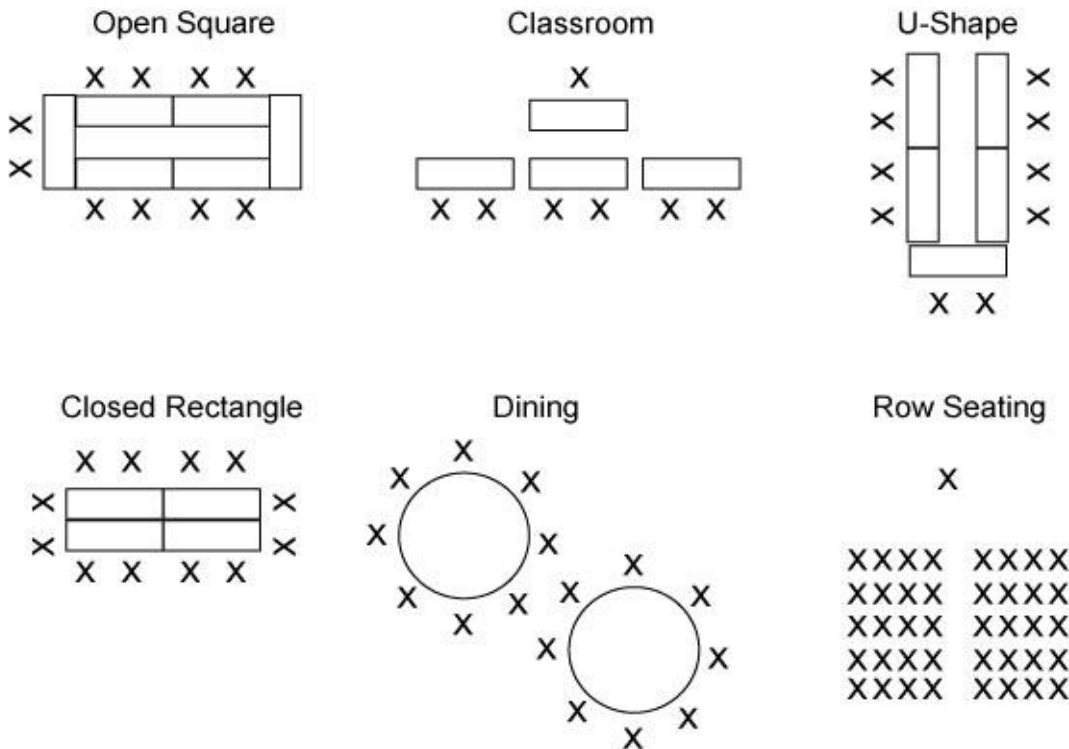
Are you requesting and audio/visual equipment? Yes (check all that apply) No

- | | | |
|--|--|--|
| <input type="checkbox"/> Projection Screen | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> TV/DVD/VCR | <input type="checkbox"/> Nursery Room | <input type="checkbox"/> Wireless Microphone |

Are you requesting any staff support or involvement? If so, what?

Will an entrance fee be charged or fund-raising be conducted at the event? Please explain.

Available room setups.



My signature acknowledges that I have read and agree to the Use of Facilities terms provided with this application. X _____

Staff use:

Approved _____ Date _____ Group notified _____ Date _____

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USE OF FACILITIES TERMS

1. Disciples Christian Church building is a non-smoking facility available to church members and non-profit organizations. No alcohol and no weapons of any kind are permitted on the premises.
2. A signed Room Reservation Form must be completed and submitted before any event can be scheduled. Groups using the church for an on-going activity must submit a form annually.
3. Rooms are assigned on a "first-come" basis.
4. Fees will be assessed using the DCC fee schedule as a guide.
5. It is expected that any group using the facility will leave it in the same condition as they found it.
6. Any planned use of kitchen facilities must be described in advance and a representative of the group must talk with the Custodian in advance for any necessary instructions. Outside groups are to provide their own tableware, table coverings, etc. Only table top decorations are permitted.
7. If an outside group wishes to use the building after office hours and on weekends, a representative must talk with the staff in advance to make arrangements for opening and closing the building after hours.
8. A representative of the church is responsible for making certain that all doors and windows are closed and locked when the group leaves.
9. Any lights that were turned on are to be turned off and thermostats are not to be adjusted without assistance from the staff.
10. Nothing may be removed from the church building.
11. If your event is cancelled or rescheduled, you must notify the church office as quickly as possible.
12. A \$200 refundable security/damage deposit is due at the time of reservation. All additional fees are to be paid two week in advance of the scheduled event.
13. There will be a \$20/hour fee for custodial time on weekend and/or evening events.
14. Use of our instruments in the Sanctuary is at the discretion of the Director of Music.
15. You will be notified when the church has acted on your request and the date is set.

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AVAILABLE FACILITIES and FEE SCHEDULE FOR OUTSIDE GROUPS

ALL FEES ARE FOR FOUR HOURS OF RENTAL - EXTRA HOURS INCUR A COST OF \$35 EACH

(Custodial fees are \$20 an hour extra for weekend or evening events.)

- | | |
|--|--|
| I. Sanctuary | \$400 |
| <ul style="list-style-type: none">- air conditioned- seats up to 350 people- wheel chair accessible pews- overhead projector and screen- sound system- wireless and standing microphones | |
| II. Chapel | \$100 |
| <ul style="list-style-type: none">- air conditioned- seats up to 50 at long tables or up to 75 theatre style- wheel chair accessible- portable projector and screen available- podium- TV/VCR/DVD available- Chalkboard/Flipchart | |
| III. Fireside Room/Library (not available to outside groups) | |
| IV. Fellowship Hall | \$200 |
| <ul style="list-style-type: none">- air conditioned- full kitchen adjacent available for extra fee- long or round tables available- can be set up theatre size- could seat 80 to 100 people- wheel chair accessible- portable projector and screen available- wireless and standing microphones available | |
| V. Gathering Room – lower level | \$100 |
| <ul style="list-style-type: none">- Not air conditioned- Wheelchair accessible- Could seat 25 to 30 people- Can be set up theatre size- Chalkboard- Portable projector and screen available | |
| VI. Oakridge Auditorium – lower level | \$100 |
| <ul style="list-style-type: none">- not air conditioned or wheelchair accessible- limited kitchen facilities (refrigerator, sink, microwave)- could seat at least 24 people at long tables- could seat approximately 50 people theatre style- small stage area | |
| VII. Oakridge Nursery Room –upper level | \$25 an hour; \$10 an hour per nursery attendant |
| <ul style="list-style-type: none">- Not air conditioned or wheelchair accessible- Ages 6 weeks to 5 years- Small changing table and sink- Nursery attendant (s) available for extra fee (1 to 5 child ratio) | |