**EVENT APPLICATION / RESOURCE REQUEST FORM**

**MOUNTAIN HOME CHURCH OF THE NAZARENE**

950 North 7th East, Mountain Home, ID 83647 (208) 587-3093

Please note that this form is a request. All requests to hold church sponsored events or for facility/equipment use are not valid until approved by the church. Applications will be processed within 2-3 business days of receiving the request.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Group or Individual requesting use)

1. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If recurring - Start date: \_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_
3. Time of day: Begin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type:

|  |  |  |  |
| --- | --- | --- | --- |
|  | □ Church (local / district) | □ Profit | |
|  | □ Non-Profit |  | □ Private | |
|  | □ Civic |  | □ Wedding\* | |
|  | □ Funeral |  | |

\*If this event is a wedding, this application form must be accompanied by Wedding Form A and a $50.00 non-refundable deposit.

**HOLD HARMLESS AGREEMENT:**

The applicant acknowledges that Mountain Home Church of the Nazarene is extending applicant the privilege of using its property for specifically agreed upon purposes and recognizes that the church is not an insurer of the safety of any persons using said facility or grounds. It is agreed that this application is made subject to the general regulations for the use of church facilities. The undersigned agrees that these rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify and hold harmless Mountain Home Church of the Nazarene for any damage due to the occupancy of the building or grounds covered by this application. The applicant further agrees to hold harmless Mountain Home Church of the Nazarene and its staff and members from any claims, liabilities, damage, allegations or rights of action directly or indirectly resulting from the use of the premises covered by this application. Mountain Home Church of the Nazarene asserts that the church facility will only be used in a manner consistent with the religious beliefs of the Church of the Nazarene. Mountain Home Church of the Nazarene reserves the right to preview the content of any afore mentioned event or program and deny the usage of any content it deems contradictory to its beliefs and mission.

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Signature of Responsible Party** |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Print Name |  |  |  |

**Request for use of Facility** Requests for facility usage must be submitted to the church office at least three weeks prior to the date(s) desired, three months for weddings. Rescheduling may be required to resolve conflicts with church related events. Facility requests for recurring events may only be submitted for a maximum of 1 year. After such time a new application must be submitted for approval.

\*Facilities needed:

|  |  |  |
| --- | --- | --- |
| □ Worship Center | □ Kitchen | |
| □ Family Center | □ Youth Center |
| □ Jones Center | □ Nursery/Toddler Rooms |

The Worship Center platform may only be cleared by technical personnel. If you would like to have the platform cleared for this event please check here. □

The applicant is responsible for staffing the Nursery and Toddler areas if needed.

**Request for use of Equipment and Furnishings** All equipment, furniture and other church property will be treated with care and returned to the same location and condition as originally found. Each user assumes responsibility for damage due to unreasonable care. Certain equipment requires an in-house trained technician, whereby a technician will be assigned. There will be a $50 fee for this service.

|  |  |
| --- | --- |
| \*Equipment needed: |  |
| □ Sound board | □ Slide Projector |
| □ Keyboard | □ Microphones |
| \*Furnishings needed: |  |
| □ Round Tables | □ Chairs |
| □ Long Tables |  |

**Official Church Use Only**

□ Yes □ No Is event church sponsored or sanctioned?

□ Yes □ No Are facilities and/or equipment available for request?

□ Yes □ No Is additional insurance required? Received?

□ Yes □ No Is a pastor required to be on site? (If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ Yes □ No Is someone secured to open/close the facility? (If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ Yes □ No Are necessary deposits/fees secured?

□ Yes □ No Is event approved? (If yes, by whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ Yes □ No Is event recorded on church calendars?