

Facilities Request Form

Episcopal Church of the Resurrection
1433 R.D. Mize Road
Blue Springs, MO 64015
Office (816) 228-4220

Attention: Event Coordination Committee

Date of Request: _____

Organization: _____ Purpose of Event: _____

Contact Person: _____ Phone: _____ Alternate phone: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Number of persons in group: _____

Date Desired: _____ Time: from _____ to _____

Space Requested: (circle) Sanctuary Undercroft Classrooms North Field

Note: Athletic teams using the field are required to supply a certificate of insurance

Applicant has read and agrees to Facility Use Regulations (page 2) and the statement of
“Policies and Procedures for the use of Buildings and Grounds”

Signature of Applicant: _____ Date: _____

Approved by : _____ Date: _____

Facility Use Regulations

1. Application for use of facility must be submitted to the Event Coordination Committee.
2. Organization/person using the facility is responsible for restricting group members to the approved area of facility.
3. Lights are to be turned off when exiting.
4. If a key was issued, the door should be locked and the key returned to the church the next day. If no key was issued, the church will be responsible for locking the building.
5. The facility is to be in the same condition when departing as when entering.
6. Use of tobacco, fireworks and alcoholic beverages on church property are prohibited unless approved in writing beforehand.
7. Failure to honor the above regulations may result in custodial fees.
8. The needs of the church will be given first priority whenever a conflict arises. The pastor and members of the Event Coordination Committee have the right to cancel prior-approved use of the building and/or grounds when they feel that the use would interfere or be inappropriate with concurrent or planned church events. Use of the building and grounds will also be suspended whenever safety issues (to the church, its parishioners or the group members) are a concern.
9. It is understood that group members using the church facilities will need to park personal vehicles in the parking lot. We ask that these members be considerate of the needs of the parishioners and the neighborhood; this includes parking away from the building entrances when using the fields, leaving no trash behind and limiting noise to a reasonable level.
10. There is currently no charge for the use of the north field by athletic teams. However, we would suggest a donation of items to the Church Necessities Pantry. The following items are needed: toiletries (toothpaste & brushes, deodorant, shampoo, soap), dish detergent, canned food, laundry detergent, toilet paper and diapers.
11. By signing this agreement, user agrees to follow requirements listed above and to pay a fee for additional custodial work that may be required following the event as well as paying for any property damages resulting from use.