



Application for Use of the West Valley Missionary Church Facilities

Name of Applicant(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Function: _____ Time: _____ Duration (hours): _____

Reason for Use: _____

Approximate number of people involved: _____

Areas of Facility Needed:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Main Sanctuary | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> Library | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Other: _____ | |

Is there any special equipment owned by West Valley Missionary Church you would request permission to use?

- | | |
|---|---|
| <input type="checkbox"/> Chairs - How many? _____ | <input type="checkbox"/> Tables - How many? _____ |
| <input type="checkbox"/> Other (please specify) _____ | |

Facility Use Charges

Main Sanctuary	<input type="checkbox"/>	\$100.00	
Fellowship Hall	<input type="checkbox"/>	\$75.00	
Kitchen	<input type="checkbox"/>	\$50.00	
Kitchen Supervisor <i>*(required with outside group)</i>	<input type="checkbox"/>	\$20.00	
Janitor <i>*(required)</i>	<input type="checkbox"/>	\$35.00	
Facility Supervisor <i>*(required)</i>	<input type="checkbox"/>	\$25.00	
Cleaning/Damage Deposit <i>*(required)</i>	<input type="checkbox"/>	\$50.00	
Sound System Technician <i>*(required)</i>	<input type="checkbox"/>	\$25.00	
Total Charges to be Paid:			\$

Please Note:

1. The Cleaning/Damage Deposit is required with the application. The deposit is refundable only if no breakage occurs and the facilities are clean as determined by the Facility Supervisor.
2. All fees will be paid on or before the day of the function unless other arrangements have been made.
3. The Women's Ministries of this Church can do catering, but the charges are made separately by them.
4. Please make your check payable to: WEST VALLEY MISSIONARY CHURCH and mail or deliver to: 11107 Wide Hollow Road, Yakima, WA 98908.
5. If you have any questions, please contact Pastor James Merillat or the church office (966-6322).

CHURCH POLICY

for Weddings, Receptions, Funerals, Funeral Dinners, Etc.

It is the policy of the West Valley Missionary Church to encourage any member, organizations within the church, non-members and community organizations to use our facilities. However, in order to maintain our building it is necessary to have each person's cooperation in maintenance and expenses.

Who May Use the Facilities

1. Any church related activity such as Sunday School parties, potlucks, socials, youth rallies, Women's Ministries or any other church sponsored activity shall be without charges to that group. However, that group is responsible for returning everything to its normal place and condition, including restrooms and kitchen. *No Kool-Aid is to be served in the Main Sanctuary.*
2. Members and adherents of the church will not be charged for the use of the church for weddings, funerals, funeral dinners or receptions. These include those who are actively involved in the church and members of their immediate family. These people will be responsible for cleaning and getting the facilities back to their normal conditions, chairs, tables, & etc. However, there will be a janitorial fee and sound system technician fee for weddings, because of the specialized work they do.
3. Any organized, responsible community group requesting the use of our facilities shall abide by the policy below and shall be subject to a charge set by the Church Board.
4. When an individual or organization that charges for services or an event uses the facilities, then a rental fee will be required.

General Rules

1. People wishing to use the church for a wedding, but wanting their own pastor to perform the ceremony must petition the Church Board well in advance for approval. The Church Board meets the 2nd Tuesday of each month. If approved, a Facility Supervisor must be in attendance at both the rehearsal and the wedding. (Please refer to Facility Use Charges.) Rehearsals must be completed in 90 minutes.
2. Whenever the kitchen is used by an outside group, a lady from the church must be present in an advisory capacity (Kitchen Supervisor) to see that materials are furnished, then returned to their proper place and that the kitchen is clean. She is not to do the work, but supervise only. (Please refer to Facility Use Charges.)
3. The kitchen must be left clean, neat & tidy (church function or not). This includes all dishes washed and put in their proper place, seeing that all the counter tops, stoves, as well as the floor have been cleaned. No Kool-Aid or similar products are to be served or drank in the Main Sanctuary.
4. No smoking, drinking or serving of alcoholic beverages is permitted on the church premises.
5. There will be no throwing of rice or confetti inside the church.
6. Any music used shall be appropriate for a church setting. If there is any doubt about music, please consult the WVMC Worship Director.

I UNDERSTAND AND AGREE WITH THE ABOVE STATED RULES, GUIDELINES AND COSTS.

NAME (Please Print): _____ DATE: _____

SIGNATURE: _____

CHURCH AUTHORIZATION:

SIGNATURE: _____ DATE: _____

CHURCH OFFICE USE ONLY

BOARD APPROVAL: Yes No DATE: _____ AMOUNT PAID: \$ _____

PAYMENT DATE: _____ BALANCE OWING: \$ _____ DATE BALANCE PAID: _____