



Offices – 4901 Central College Rd. – Westerville, OH 43081
Church Building – 4877 Central College Rd. – Westerville, OH 43081
Email for Facility Scheduling Communication: FacilityScheduling@GoToQuest.org

INDOOR AND OUTDOOR FACILITY REQUEST FORM

Please return this form to Quest Community Church Office when Completed.

Who is Requesting?

Today's Date _____ Person Requesting _____

What Organization are you affiliated with? _____ Nonprofit Profit

Do you regularly attend QCC? yes no

If not, who recommended QCC's facilities? _____

If not, are there people on your team/event who regularly attend QCC? yes no

If yes who? _____

Are the coaches/leaders of this event paid and do they make 20% or more of their income from this type of activity? yes no

Contact Information

Address: _____

City: _____ State: _____ Zip: _____

Person Requesting Cell Phone: _____

Other Phone: _____

Email: _____

Secondary Contacts (Additional coaches or leaders involved)

Name: _____ Cell: _____ Email: _____

Name: _____ Cell: _____ Email: _____

Space & Type of Event

Space(s) Requested _____

Type of Activity/Event _____

Estimated Attendance _____ Are Participants Paying for this event? yes no

If yes, how much? _____

Booking Schedule

Day of Week*	Start Time	End Time	Start Date	Recurring	End Date	Exceptions** or Notes***	Adm Only
First Choice Days and Times							
Second Choice Days and Times							

*Use the following abbreviations: Sn, M, T, W, R, F, Sa (Gym is never available for rental on a Sunday)
 **Exceptions: For example, if you selected "Recurring: Weekly" on Thursdays for an entire basketball season, but there are a couple Thursdays you will not be practicing because you have a game and you don't want to pay for those days, list those days you will not be using the space.
 ***Notes: If you are using multiple rooms and, for example, you don't need every room every time, use the notes section to breakdown what rooms you need what nights. This might include have 1 line for one room and another line for the same times and same days for another room to specify exceptions.

Equipment

Equipment you want Quest to supply or setup (additional charges for equipment and labor will apply);

Please list the names of the individuals needing key fobs (only one will be issued per team/group):

Graphic projection with no sound: yes no Graphic projection with sound: yes no

Microphone: yes no If yes, how many and for what? _____

Events with Minors

Will there be children under the age of 18 present? yes no

Who will be staying on the premises to supervise for the entire event?

Two adults over 21 years of age must be present per item 5 of the Rules below.
 Have these two adults been professionally background checked **and** approved to work with minors by the organization requesting the use of Quest in this document? yes no

Refunds/Cancellations

If for some reason your activity conflicts with a church function that is planned after (or in error is overlooked) once the agreement for your facility usage is executed, we reserve the right to reschedule or cancel your time for the conflicting dates. This may include events of current Quest ministries, funerals or weddings. We will notify you in advance of any potential occurrences and will either reschedule or issue an appropriate refund.

In the event of building closure due to inclement weather, or your cancellation of practice due to weather, Quest Community Church has no obligation to refund rental fees or to reschedule your missed time, though efforts will be made to reschedule.

Fees will NOT be refunded if you cancel your event for any other reason less than 14 days prior to the scheduled event.

Initial here that you have read "Refunds/Cancellations": _____

Facility Fee Schedule

I have read and understand the fee schedule. I understand that if my request is accepted, I will have 3 business days (Quest offices are closed Fridays) to submit the deposit and fees to finalize the reservation.

Initial here that you have read "Facility Fee Schedule": _____

Rules

Quest Community Church reserves the right to deny use of the facilities to groups who fail to comply with the rules and regulations set forth below. It is understood that the group/organization using the above room/field will comply with the laws of the State of Ohio and all the rules and regulations set forth by Quest Community Church.

Any groups that abuse the facility or violate rules and regulations will be refused any future rentals, and deposit/charges for damage and cleaning will be assessed.

1. The facility is available for use from 8:00 a.m. until 10:00 p.m. Monday through Friday. Saturday functions may be limited and Sunday is reserved for church-related functions and activities only. The church observes the major holidays and is closed on those dates. Individuals and groups are expected to be out of the building outside of these hours unless given prior approval.
2. Smoking anywhere inside the building is not permitted.
3. The serving, storage or consumption of alcoholic beverages or drugs anywhere on church property is prohibited *so that Quest can be a completely safe place for everyone, including those who have struggles with alcohol and drugs.*
4. Concealed handguns are not permitted anywhere on church property.
5. Youth and children's events require an adult supervisor (age 21 or above) to be present at all times. In accordance with the Quest Child Protection Policy, the two-adult rule applies whenever minors are involved.
6. Children are not to be left unattended and must be supervised at all times.
7. Please use front entrance to the gym for all participants. Only job holders through back entrance. Leave all gym bags and equipment in either the gym or the front entrance area ONLY.
8. Pets are not permitted in the building except for service animals serving persons with disabilities.
9. All rooms and equipment must be left in the same condition in which they are found. Any defacement or damage to property or equipment must be reported immediately and repaired or replaced promptly by the individual or group using the room(s) and equipment.
10. Groups using the gym must avoid at all costs running into or using the movable walls on the south wall for a backstop.
11. Unless previously arranged, individuals or groups using the facilities are responsible for set-up and tear down.
12. Chairs, tables, kitchenware or equipment of any kind are not to be borrowed or removed from the church property. We have a limited number of folding chairs and 8-foot tables available for loan by contacting the Facility Manager.

13. Parking for cars is restricted to designated areas only. Vehicles may not be left on church property for extended periods without permission from the Facility Manager.
14. Entry to the facility will be granted on a limited basis. Persons needing their own key or fob access must arrange getting the key/fob and security training with Greg QuestCCWorkOrder@gmail.com by appointment at one of two times during the week, Wednesday at 5:30 PM or Sunday at 12:30 PM at which time they will complete a Key-Fob Contract. Only one Key Fob is allowed per team/group.
15. The individual signing for the facility use and access must ensure that no person or group uses your facility access (fob or key) for any reason other than your approved, scheduled times.
16. No burning candles or strung lights are permitted at any time unless approved by the Facilities Manager.
17. The use of facility space or outside grounds to sell products or services is prohibited unless it is in association with an approved church event. Fundraising events for church-sponsored activities must be approved by the church Administrative Team.
18. Persons must refrain from blocking open doors or adjusting temperature controls.
19. All promotions, displays, signs, decorations and other communications for an event must be pre-approved by the Business Administrator, and may not be attached to any wall, floor, glass surfaces or ceiling surfaces. The cost of any signage or other communications is the responsibility of the event sponsor or ministry.
20. Unless otherwise approved, food and beverages may only be served in the Activity Center. All left over food and drinks must be removed from the building.
21. Any ministry or group providing food or beverages is responsible for clean up after the event. Clean up includes wiping off tables, cleaning any spills on the floor, vacuuming carpet, emptying trash (including replacing with clean trash bags) and putting all items back where they were found.
22. Please refrain from bringing any red-colored drinks of any kind.
23. The use of the kitchen facilities is under the supervision of the Facility Manager. Paper products (cups, plates, napkins, table coverings, etc.) are provided for church-sponsored events only. All other events must supply their own paper goods. All pans, containers and utensils must be properly cleaned and put away after the event. The sinks, coffee makers, microwaves, refrigerator and freezer should be cleaned and left in good condition.
24. Prior to the first day of use, we will have all participants and leaders sign a form indemnifying Quest for any damage or injury that occurs as a direct or indirect result of using the Quest Facilities. Anyone who does not sign the agreement will not be able to participate.

Initial here that you have read and agree to the "Rules" of facility use: _____

INDEMNIFICATION AGREEMENT

The Applicant agrees to defend, indemnify, and hold harmless Quest Community Church from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed, or recovered against or from Quest Community Church by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way regardless of which claim, demand, damages, loss, cost of expense is caused in whole or in part by the negligence of the Applicant, Quest Community Church or by third parties, or by the agents, servants, employees or factors of any of them.

The above conditions have been read. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Applicant _____ Date _____

Print Name of Applicant _____

Driver's License Number _____

Attach a copy of the Driver's License