

**Clear Lake Church of Christ**  
**938 El Dorado Blvd**  
**Houston, TX 77062**  
**(281) 486-9350**  
**FAX (281) 486-9756**

Application Date \_\_\_\_\_

**Facility Use Request**  
*(General Use)*

Event Name \_\_\_\_\_

Event Dates: \_\_\_\_\_ Event Time: \_\_\_\_\_ a.m. to: \_\_\_\_\_ a.m.  
 Su M Tu W Th F Sat p.m. p.m.

Attendance: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Organizer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

Email: \_\_\_\_\_

**A/C needed:**

Date: \_\_\_\_\_ Su M Tu W Th F S

Time: In \_\_\_\_\_ a.m. Out \_\_\_\_\_ a.m.  
 p.m. p.m.

Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ Su M Tu W Th F S

Time: In \_\_\_\_\_ a.m. Out \_\_\_\_\_ a.m.  
 p.m. p.m.

Purpose: \_\_\_\_\_

**Magnetic Doors – Event Access:**

- Office Door
- Fellowship Hall
- Guest Hall
- MDO Hall

Doors are only programmed for major events. Unlock and lock times will be set by the staff based on the event.

**Fee Schedule for Building Use**

- Auditorium..... \$80/hr
- Fellowship Hall..... \$65/hr
- Family Activity Center..... \$85/hr
- Other..... \$35/hr
- Event Hostess ..... \$50
- Sound Technician... \$75
- Deposit..... \$50
- Key Deposit (*refundable*) ..... \$25

**Custodial Services (\$25 minimum)**

- 1 Janitor ..... \$25/Hour
- \* Refundable if adequately cleaned.

All fees are for the first hour. Additional hours will be at \$25. Three hour maximum.

**Deposits due with request. Weddings must be scheduled through a wedding coordinator and special fees apply.**

**Facilities Requested – be specific**

- Auditorium
- Old Kitchen
- Nursery Rooms: 6 8 12
- Fellowship Room: 16 17 18 19 (FP) 20 21
- Main Building Room 13 14 15
- Library
- FAC Gym
- FAC Classroom: 129 128 125 109 108 102  
 (Youth) 202 203 208 209 210-211  
 (Upstairs) 216 217 218 Workroom
- New Kitchen
- Outside \_\_\_\_\_
- Equipment/Furniture \_\_\_\_\_
- Sound Equipment\* \_\_\_\_\_
- Projection Equipment (Auditorium Only) \*
- Other Technical Equipment \_\_\_\_\_

**\* Requires a trained technician approved by the church office staff.**

**For Office Use Only**

- Original Request
- Revision \_\_\_\_\_
- Canceled \_\_\_\_\_
- Schedule+ \_\_\_\_\_
- Approved \_\_\_\_\_
- A/C scheduled \_\_\_\_\_
- Doors scheduled \_\_\_\_\_
- Custodian \_\_\_\_\_
- Hostess \_\_\_\_\_
- Key# \_\_\_\_\_ out \_\_\_\_\_ in \_\_\_\_\_
- Card# \_\_\_\_\_ out \_\_\_\_\_ in \_\_\_\_\_

**Key Deposit (*refundable*)....\$ \_\_\_\_\_**

**Custodial Service Fees:**

Payable to \_\_\_\_\_  
 Minimum.....\$ 25.00  
 Additional Hours  
 \_\_\_\_\_ @ \$25 \$ \_\_\_\_\_  
**Total Custodial Fees \$ \_\_\_\_\_**

	<u>Unlock</u>	<u>Lock</u>
<input type="checkbox"/> Office Door	_____	_____
<input type="checkbox"/> FH	_____	_____
<input type="checkbox"/> Guest Hall	_____	_____
<input type="checkbox"/> MDO Hall	_____	_____

<u>Room</u>	<u>A/C Unit</u>	<u>Point</u>
Auditorium - North	1	95
Auditorium - South	2	96
Offices/Lobby/Restrooms/ Nursery 6 & 8	4	98
Offices/Old Kitchen Nursery 10 & 12	3	97
16/17 (FH)	5	99
18/19 (FH)	6	100
20/21 (FH)	7	101
Library/13/14/15/Hall	8	102
Gym	9 / 11	103 / 105
125/128/129/Guest Hall	10	104
216/217/218/Workroom	12	106
Youth	13	107
MDO office/hall	14	108
New Kitchen	15	109

**Event Details/Setup**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

# Facility Use Agreement

The representative and organization agree to the following rules and regulations of Clear Lake Church of Christ:

1. The representative and the organization which he/she represents, hereby agree and undertake to indemnify and hold harmless Clear Lake Church of Christ, its agents, employees, members, trustees, attorneys, and committee members (hereinafter referred to jointly as "CLCC") from any and all claims for damages, personal or otherwise, that may arise out of the use of the property, whether by the organization, its members, agents, employees, or any person invited onto the premises by the organization (hereinafter jointly referred to as "the organization") and without regard to whether the damage, personal or otherwise is brought about or caused by negligence, whether on the part of the organization or CLCC.
2. Property owned by CLCC will not be removed from the premises nor furnishings moved from any room.
3. In the event that a CLCC-related activity conflicts with the time or room requested, the organization will be moved to another space in the building, if possible. If another room is not available, the organization's activity will be cancelled for that date only and the fee(s) for that date refunded if applicable. Reasonable notice will be given.
4. The representative and organization will be responsible for and agree to pay for damages caused to CLCC's property, exclusive of ordinary wear and tear.
5. The facilities shall not be used where the purpose is in conflict with the aims and objectives of CLCC, nor shall they be used for un-American, sacrilegious, or controversial purposes. All national and state laws, local ordinances and the rules of the police and fire departments shall be observed at all times.
6. No smoking or use of other tobacco products is allowed on the premises
7. No alcoholic beverages, illegal drugs or other illegal substances are allowed on the premises.
8. Note: Any violations of the above rules will result termination of the organization's use of the premises and the organization's or person's contract will be considered null and void. Any of the following CLCC personnel have the authority to enforce the above rules: anyone on the church staff, the custodian on duty, or, in the case of weddings, the CLCC appointed wedding coordinator.

I have read and agree to the above policies:

\_\_\_\_\_

Representative and Title

\_\_\_\_\_

Today's Date

\_\_\_\_\_

Organization