

The Churches at Island Pond  
Bethesda Lutheran & East Churches  
455 Island Pond Road, Springfield, MA 01118, (413)733-4494  
Facilities Usage Request Form

**One time event**

Event date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Set up time \_\_\_\_\_ Clean up time \_\_\_\_\_

Purpose or type of event \_\_\_\_\_

Name of person responsible for event \_\_\_\_\_

Contact information for responsible person

Home/Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Estimated Number of Guests: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

How is the room to be set up? \_\_\_\_\_

Provide diagram if necessary

Date of Application: \_\_\_\_\_ Signature of responsible person: \_\_\_\_\_

Full Donation amount \_\_\_\_\_ Deposit \_\_\_\_\_ Final Donation \_\_\_\_\_

Event Approved by _____ Date _____
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Deposit received \_\_\_\_\_ by \_\_\_\_\_  
Amount Date name

Final donation received \_\_\_\_\_ by \_\_\_\_\_  
Amount Date name

*Deposit is refundable if cancellation request is received at least 30 days prior to event.  
Balance must be paid prior to event.*

Thank you for choosing the Churches at Island Pond. We are very pleased that we have the opportunity to provide you with a wonderful facility in which to host your event. Because there are costs in making our building available for you to use, we must request a nominal donation. The policies for using this facility are printed on the pages that follow. Please read carefully, initial each page at the bottom and return the entire document with your deposit to the church office. If you have questions or concerns that we can help you with, please contact us for clarification.

# Policies and Emergency Procedures

## RESERVATION:

Facility usage is available to groups both within and outside the church. However, all requests will be reviewed to determine the appropriateness of the event being held in the church building, availability of space, special equipment or needs.

## NOTIFICATION:

Once a decision has been made the responsible party will be notified by the church office.

### **NO DATE WILL BE HELD WITHOUT A DEPOSIT.**

## DEPOSIT:

Once your request is approved, a deposit of one half of the total donation is required to confirm your reservation. The deposit is refundable if a cancellation request is received at least 30 days prior to event.

## FINAL DONATION:

All donations must be paid in full prior to the start of the event.

## KEY DEPOSIT:

If a key is provided, there will be a \$25 key deposit. This deposit is refundable when the key is returned on time.

A separate security deposit of \$100 may be required. This deposit will be returned after use if the facility is left undamaged and in clean condition. If necessary, it will be used to cover expense required for cleaning or damage. The group/individual will be responsible for damage or cleaning costs above the donation/security deposit amounts. If the damages exceed the amount of the donation/security deposit, the additional damages will need to be paid as soon as they are determined.

## WAIVER OF LIABILITY

In consideration of the Churches at Island Pond permitting me/us (individual/organization) to use the facility I/We, \_\_\_\_\_, release the Churches at Island Pond, from any claim or action of any kind whatsoever for damages, loss or injury which may occur as a result of my/our use of the above premises. I/We also release the Churches at Island Pond, from any such claim or action by my/our heirs or personal representatives.

**I have read and understood the terms of *Information for Facility Users including the policies and emergency procedures* and agree to be bound thereby. Please initial each page.**

Date \_\_\_\_\_

Print name of responsible person \_\_\_\_\_

Signature of responsible person \_\_\_\_\_

## POLICIES

1. The person completing the paperwork (event sponsor) is solely responsible for everything that takes place on church property (including the exterior grounds and parking lot). The person completing this form is also responsible for the conduct of all persons attending their event. This includes clean up as well as any damage compensation. You must leave the church building in the condition that you found it. All decorations and all trash must be placed in the trash bins inside the fenced area in the upper parking lot.
2. Approval for use by a group or organization is for a designated area and does not grant group access to the entire facility. Please keep your guests in the area where your event is taking place.
3. Children must be supervised. At no time are children permitted to be alone in any room of the building or on the church grounds including the playground area.
4. Smoking is prohibited in the building. Any smoking should be confined to designated areas in the parking lot and all butts must be placed in a receptacle.

5. **Alcohol is not permitted on the premises.**
6. **No gambling or illegal drugs** are allowed in the facilities or on the property. **NO EXCEPTIONS.**
7. Food and beverages may not be brought into the sanctuary.
8. No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items away or take them home.
9. Groups are responsible for all drinks and refreshments, including paper goods. The church will provide garbage bags and cleaning supplies. Use of dishes, serving utensils, and other pots/pans are available with kitchen usage.
10. Special arrangements must be made for use of the sound system.
11. Any use of candles must be approved prior to the event.
12. Heating and Air Conditioning are preset and are to remain at their settings. Please do not try to adjust.
13. Do not park vehicles in fire lanes, along sidewalks, behind parked vehicles or in handicapped area (except by permit).
14. Groups are responsible for cleaning up when the event has concluded.
15. Report any damage or major spills to the church office. This should be done as soon as possible. Spills must be cleaned up immediately.
16. Decorations may not be nailed, pasted or stapled to any items of furniture or walls inside or outside the facility. Please use masking tape.
17. All decorations (including tape) are to be removed before leaving.
18. All equipment and supplies are to be left in the location where they were originally.
19. All trash is to be disposed of in the appropriate container located in the upper parking lot.
20. Before leaving, please check restrooms for items and cleanliness.
21. Please ensure all lights are turned off, windows and doors are closed and the building is fully locked prior to leaving. (Unless custodian or host(ess) is present.)
22. Return all keys directly to the church secretary, pastor or put into an envelope and deposited through the mail slot in the church office door.
23. All events must end and all guests must be out of the facility by the time set forth in your agreement. **No event will be allowed past 11:00 p.m. NO EXCEPTIONS.**
24. You may wish to hire a detail officer from the Springfield police department to be on the premises during the event.
25. In the event of non-compliance with policy guidelines, you and your group will be asked to leave the building. If the police are called to the facility because of a violation of policy guidelines, you must end your event immediately and vacate the premises. If you are forced to end your event for any reason, you will not receive a refund.
26. The officers and members of the Churches at Island Pond are not responsible for injuries occurring on or in the property during the usage of said facilities and shall be held harmless and further are not responsible for any loss of material items.
27. Failure to abide by this policy and guidelines may result in the denial for future requests to use the facility.
28. The Churches at Island Pond may schedule other events on the same day as your event, provided space requirements do not conflict with each other.
29. If a church event arises, you may be asked to relocate to another room or to cancel/postpone your event.
30. The Churches at Island Pond reserve the right to suspend, postpone or cancel this agreement.

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Initial

Date

# Emergency Procedures

**Familiarize yourself with all the exits** from the Church when you arrive. In addition to the regular exits, there are two wheelchair accessible exits, 1) on the sanctuary level at the main entrance opening into the parking lot, and 2) at the lobby level with a ramp leading to the parking lot.

## Discovery of a fire:

- (a) Leave the fire area. Close doors around fire.
- (b) SOUND THE FIRE ALARM. (Located in the Pearson Room, Stairway at front of sanctuary, and in the gym)
- (c) Call 911.
- (d) Leave the building via the nearest exit. Please assist small children, elderly guests and those with disabilities as appropriate.
- (e) Close exterior doors behind you.
- (f) Account for all guests.
- (g) Remain calm; do not attempt to re-enter the building.
- (h) Notify the church office: 733-4494

Initial

Date

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