

RiverTree Christian Church
Building Room Request Form Church Function

7373 Portage St NW Massillon OH 44646 330-494-1860 fax 330-494-9326 email silveys@rivertreechristian.com

Date of Event: _____ Circle Day of the Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room Usage Time - includes set up/tear down From: _____ To: _____

Event Time From: _____ To: _____

Contact Name: _____ Phone: _____

Ministry Responsible: _____ Account to be charged: _____

Purpose of event: _____

Name of event for signage: _____

Number of people expected: _____

Room Requested: ___ 200A ___ 200B ___ 201 ___ 202 (Prayer Room) ___ 204 ___ 206

___ Welcome Center ___ Auditorium ___ 203 ___ Unplugged Venue

Room assignments are subject to change

Hospitality: _____ Outside catering: _____

Do you need a sound technician? _____ Do you need a video technician? _____

ST for event: _____ VT for event: _____

Technical charges: _____ (\$17.50 per hour per tech)

Any slide show or video will need to given 48 hours prior to event for tech to work with.

Equipment: (Indicate number when applicable)

___ Video Projector ___ Overhead Projector ___ Easels ___ Podium ___ Flipchart(s)

___ Welcome Center Sound ___ Auditorium Sound ___ Music Stand

___ TV/VCR/DVD ___ Portable Stage ___ Stools ___ Mic ___ Choir Risers

Approval Date: _____ Entered in facility Scheduler: _____

Continued on back

The person using the equipment agrees to the following Conditions:

They are responsible for returning the items to the location noted on the equipment in the same condition as when first using the equipment.

Any destruction of property will be the financial responsibility of the applicant.
If there are any problems with the equipment notify Sherry Silvey.

The Group using the facility agrees to the following conditions:

1. They are responsible for leaving the room in this same condition as they found it. (Includes sweeping the floor, wiping the tables, and general clean up.)
2. There will be no smoking or use of alcohol in the facility.
3. Any destruction of property will be the financial responsibility of the applicant.
4. Selling of tickets will not be permitted without prior authorization.
5. Dancing is not permitted.
6. The undersigned hereby agrees to save harmless and indemnify RiverTree Christian Church of Massillon, Ohio against any and all losses arising or resulting from the use and/or occupancy of the premises above described.
7. Church sponsored activities and events take precedents over outside events. A 90 day notice will be given in this situation.
8. RiverTree Christian Church reserves the right to reject/terminate any group at any time.
9. Use of open flames is not permitted in the building. (candles etc)
10. Use of confetti, helium balloons, or red/purple punch is discouraged. (if used an additional charge may occur.)
11. **Please do not publicize the event until approved by logistics team.**
12. When applicable, a certificate of Insurance, will be provided by the Responsible Party.

Waiver of Liability

In using the facilities of RiverTree Christian Church of Massillon, Ohio, we understand and accept all conditions related to this contract. We also understand that RiverTree Christian Church assumes no responsibility for accidents, injuries, or loss of property incurred by our group during use of church facilities and equipment.

Signature of Responsible Party

Date