

# CALENDAR AND FACILITY REQUEST

Cornerstone Assembly of God  
10551 Chalkley Rd, North Chesterfield VA 23237-4132  
Fax: 748-5986 Phone: 748-8613  
Email: facilityrequest@cstoneag.org

– APPLICANT KEEPS THIS PAGE –

## IMPORTANT:

- When there are multiple requests for the same resource, we will give first priority to Cornerstone ministries, give second priority to Cornerstone members, and accommodate other groups as possible.
- Facility requests are due two weeks prior to the date of the event.
- The applicant must submit the deposit, if applicable, with the facility request.
- All facility usage is subject to staff approval.
- Private events will not be included on the public church calendar.
- Large events may require an event coordinator, as determined by staff.

## GENERAL REQUIREMENTS:

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Decorations and displays may be attached to walls only with staples. Tape of any kind or “sticky tack” should not be placed on walls or carpet; ceiling decorations must be hung with acoustic track hangers.
- Only dry-erase markers may be used on whiteboards.
- Food and drink are not allowed in the sanctuary.
- Sound equipment and musical instruments are to be moved only by the sound technician or under his supervision. Movement of instruments must be approved by staff.
- Children are not permitted in the building or on the property without adult supervision, and may not play in the nursery without staff approval.

## REQUIREMENTS AFTER AN EVENT\* :

- Clean and put away all furniture and equipment (see room layout diagram near each room entrance).
- Remove all decorations and displays set up for your event.
- Wipe off all whiteboards.
- Vacuum all carpets, sweep and mop all floors as needed.
- Place all trash in trash cans. If a can is full or contains food, put a new bag in the can; close the used bag and place it in the dumpster.
- If you used the kitchen:**
- Dispose of any leftover food.
- Wash any dishes used and put away.
- Be sure counters are clean.
- Turn off all water and appliances, and confirm refrigerator/freezer doors are closed.
- Close all window blinds
- Turn off all lights except accent lights in the foyer and outside entrance lights.
- Close all doors. Make sure exterior doors are latched and locked.

\* We may retain a portion or all of the deposit if facility is damaged or these instructions are not followed, as determined by staff.

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Cornerstone Assembly of God  
10551 Chalkley Rd, Richmond VA 23237-4132  
Fax: 748-5986 Phone: 748-8613  
Email: facilityrequest@cstoneag.org

## APPLICANT INFORMATION:

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Organization/ Cornerstone Ministry \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address (if not a Cornerstone member): \_\_\_\_\_

E-mail: \_\_\_\_\_

## SCHEDULE INFORMATION:

Desired date(s): \_\_\_\_\_ Alternate date(s): \_\_\_\_\_

Time of event: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Expected number of persons attending: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is only a request to add a Cornerstone ministry event to the calendar and facilities are not required, you do not need to complete the Areas Requested or Fees sections.

## AREAS REQUESTED:

- Sanctuary
- Fellowship Hall
- Large Kitchen
- Ministry Café
- Small Kitchen
- Classroom(s) (how many) \_\_\_\_\_
- Nursery (**Must Complete "Child Care Request Form 7006" and attach**)
- Youth Auditorium (room 115)
- Registration Desk & Foyer

## ROOM FEES:

Room	Security Deposit *		Facility Fees			
	Deposit	Paid	Janitorial	Room Rental	Overage	Paid
<b>Sanctuary</b>	Ministries: none Members: \$80 Others: \$80		Optional: \$80**	Ministries: none Members: none Others: \$80	\$20/ hour ***	
<b>Fellowship Hall</b>	Ministries: none Members: \$250 Others: \$250		Optional: \$250**	Ministries: none Members: none Others: \$250	\$50/ hour ***	
<b>Large Kitchen</b>	Ministries: none Members: \$100 Others: \$100		Optional: \$100**	Ministries: none Members: none Others: \$100	\$25/ hour ***	
<b>Classrooms</b>	Ministries: none Members: \$10 Others: \$10		Optional: \$10**	Ministries: none Members: none Others: \$10	\$10/ hour ***	
How Many?						
<b>Ministry Café</b>	Ministries: none Members: \$50 Others: \$50		Optional: \$50**	Ministries: none Members: none Others: \$50	\$15/ hour ***	
<b>Small Kitchen</b>	Ministries: none Members: \$30 Others: \$30		Optional: \$30**	Ministries: none Members: none Others: \$30	\$10/ hour ***	
<b>Youth Auditorium</b>	Ministries: none Members: \$50 Others: \$50		Optional: \$50**	Ministries: none Members: none Others: \$50	\$20/ hour ***	
<b>Foyer</b>	none		Optional: \$30**	none	none	
<b>TOTAL SECURITY DEPOSIT</b>			<b>TOTAL FACILITY FEES</b>			

\*The Security Deposit is separate from, and may not be applied toward facility fees. It will be returned after the event if staff finds the facility in acceptable condition.

\*\*Do not include the Janitorial Fee unless you want the room cleaned before your event, or unless staff notifies you that it is required for your event.

\*\*\* The hourly overage fee applies to the following situations:

Saturday only, per hour after 7PM

Non-Cornerstone events after the fourth hour (excluding weddings)

If both conditions above apply, the overage fee is doubled.

## SPECIAL FEES:

Fee	Cost	Fee Charged
Sound Technician	\$15.00 per hour, minimum 3 hours	
Projection Technician	\$15.00 per hour, minimum 3 hours	
Laundry service****	Wash tablecloths- \$60.00 Wash napkins- \$40.00	
Event or Large Kitchen Coordinator	\$20.00 per hour, minimum 3 hours	
Setup	Fellowship Hall chairs: \$200; Other: WILL QUOTE	

\*\*\*\* If ministries do their own laundry, it must be returned within 7 days, free of spots, and folded properly.

## EQUIPMENT REQUEST:

(Please draw diagrams on back with set up configuration)

Items	Number Needed	Notes
8' Conference Tables		
4' Tables		
5' Round Tables		
Chairs		
White board		
TV/VCR or DVD		
Podium		
Easel		
Other		

**TOTAL SECURITY DEPOSIT: \$** \_\_\_\_\_

**TOTAL FACILITY AND SPECIAL FEES: \$** \_\_\_\_\_

Checks are to be made payable to "Cornerstone Assembly of God Church."

Final check, (less deposit), must be paid at least two weeks prior to the event date.

Address to mail this form and all payments:

Cornerstone Assembly of God Church  
ATTN: Schedule Coordinator  
10551 Chalkley Road  
North Chesterfield, VA 23237

I have read the "Procedures and Rules" and agree to adhere to them. I also understand that money may be withheld from my deposit if clean up is not completed satisfactorily or if damage is incurred.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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### Staff Use Only

Date request received: \_\_\_\_\_

Security deposit received: \_\_\_\_\_

Date event approved and scheduled: \_\_\_\_\_

Date confirmed with applicant: \_\_\_\_\_

Reason if event is not approved: \_\_\_\_\_

Security deposit returned:  yes  no

Comments: \_\_\_\_\_  
\_\_\_\_\_