



# DALLAS ALLIANCE CHURCH

## GROWING IN CHRIST TOGETHER

775 East Ellendale Ave • Dallas OR 97338 • 503-623-2265 • dacoffice@dallasalliance.org

### FACILITY USE REQUEST

Added to Calendar

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email : \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**FACILITY USE - Fill out all areas this side** (IF ALSO HAVING DAC PROMOTING YOUR OUTSIDE EVENT FILL OUT BACK SIDE. TO PROMOTE INHOUSE EVENTS FILL OUT APPROPRIATE PARTS OF OTHER SIDE)

Purpose of Use: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_  AM  PM

Beginning Use Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Ending Use Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

# of People (Approximately): \_\_\_\_\_ Do you have a key? Inside Doors  YES  NO Outside Doors  YES  NO

If you do not have a key, who will let you in?: \_\_\_\_\_

**ROOMS** (Check and List All rooms you will need to use)

Use Fellowship Hall \_\_\_\_\_  Use Kitchen \_\_\_\_\_

Use Sanctuary \_\_\_\_\_  Use Library \_\_\_\_\_

Use Classrooms (#s) \_\_\_\_\_  Use Nursery \_\_\_\_\_

Use Ediger Hall \_\_\_\_\_  Use Other: \_\_\_\_\_

QTY	Description of Items/Equipment Needed (tables, chairs, sound system, projection, etc.)

Deposit/Fee: \_\_\_\_\_ I/We agree to leave the Dallas Alliance Church Facility and Equipment clean and in good order. I/We agree to forfeit our deposit and reimburse Dallas Alliance Church for any damage to facility/items used. I/We agree to conduct our activities respectfully and are making a commitment to not teach, or facilitate activity, in violation of the C&MA Faith Community Statement.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Authorizing Authority Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approval for the above request will be determined by several factors including availability of the space, type of events, and priorities with the church schedule, etc. Not all requests can be approved due to limited space, equipment, and church bylaws. Final determination will be made by the church staff and requesters will be notified via phone/text/email/or in person.

#### OFFICE USE ONLY

Person Receiving Borrowed Items: \_\_\_\_\_ Were All Items Returned?: \_\_\_\_\_

Quantity of Items Returned: # \_\_\_\_\_ Condition:  Excellent  Good  Fair  Damaged

Fee Deposit: \$ \_\_\_\_\_  Returned  Kept Other Comments: \_\_\_\_\_