

Compelled Church
Reservation Form/Guidelines
8970 Jackman Road, Temperance, MI 48182

To Book a Private Function at Compelled Church:

1. You must be a member or very faithful attender of Compelled Church and be in attendance at the private function the entire time that the function will be occurring;
2. Private functions will not be booked more than 4 months in advance of the event;
3. A private function will not be booked for any day other than a Friday between the hours of 1PM – 10:30PM, or Sunday after 2PM;
4. Contact the Church office during normal business hours (Monday – Thursday | 8:30AM – 4:30PM) with your request;
5. Only the Worship Center and/or Kitchen can be booked for a private function;
6. Complete this *Guidelines/Reservation Form* and return it to the Church office with the fee of \$150.00 (make checks payable to Compelled Church).

Sound | Multi Media:

1. We do not allow the use of our multi-media equipment (projector, multi-media computer) for private rentals. We do have 2 free standing TV's with USB/flash drive capabilities that would be available for picture slide shows.
2. Use of any sound system is permitted for background music purposes only. Available options are Spotify or cds. Use of microphones and other sound equipment is not permitted unless arrangements have been made in advance. Only trained Compelled sound people are permitted to operate the sound system and there is an additional \$20.00 per hour fee for the use of a trained Compelled sound person.

The Person Signing this *Guidelines/Reservation Form* is responsible for the following:

1. The setup of all chairs and tables in accordance for the next Compelled event or Gathering. Please refer to the attached seating layout for weekend gatherings.
2. Please bring your own paper products, tableware, table clothes, etc. Please do not use the churches' supplies.
3. Please bring in your own, drinks, coffee and tea. You may use the churches' coffee maker and carafes.
4. No one is allowed on the platform at any time and any damage to anything on the platform by guests or children will be the sole responsibility for replacement cost by the person reserving the room.
5. Please clean all serving spoons or items used and put them away before leaving the building.
6. All kitchen counters must be wiped and free from clutter.
7. All left-over food must be removed from the kitchen and the refrigerator.
8. All trash must be put in the hallway outside the kitchen. Please no fluids in the trash that will stain and leak on the carpet.
9. All decorations and items brought in for the function must be removed when the function is over.
10. Alcoholic or tobacco products are prohibited on Compelled Church property. Firearms are also prohibited with or without a concealed weapons permit.
11. Social dancing is prohibited. DJ's are prohibited.
12. All secular music being played during the function must be pre-approved by the Church.
13. There is to be no selling of 50/50 raffle tickets.
14. There is to be no serving of red punch, red pop, or grape juice, or any drink that will stain the carpets.
15. If anything is damaged, it will be responsibility of the undersigned to replace or fix it promptly.

Mandie Reinhart, Event Coordinator, 419.764.3828, will be the contact person for any questions you may have upon completing and returning this form to the Church office.

I have read and agree to the above guidelines.

Signature

Date

Printed Name

EVENT INFO

Reason for Event: _____

Date of Event: _____

Start Time of Event: _____

End Time of Event: _____

Date and Time for Decorating/Set-Up for Event: _____

Contact Name: _____

Contact Phone #: _____

Sound/Media Request

- Request for use of Free standing TV's
- Request for additional sound equipment (additional \$20 per hour cost for trained sound person)