

SEVEN HILLS BUILDING

RESERVATION APPLICATION

The Seven Hills Building is a resource of Seven Hills Fellowship to be used as a home and a mission. As a home, the Seven Hills Building will be used to strengthen, train, and equip the congregation of Seven Hills Fellowship. As a mission, the Seven Hills Building will be used to host community events that are redemptive and restorative in nature.

Our building is a unique venue in Rome. It is situated and decorated to provide a comfortable event for small groups. The furniture is placed to accommodate socializing in various groups within the event. The rustic décor is flexible for both elegant and casual events.

INSTRUCTIONS: This application should be completed and submitted by computer if possible. Use the TAB key or the arrows on your keyboard to advance from one field to the next. Please see our Policies below the Application. Please return this form to Julianne Bailey - julianneb@sevenhillsfellowship.com

Thank you for your time,

Seven Hills Building Committee

Name:

Phone #:

Email Address:

Organization:

Date of Request:

Date of Event:

Time of Event (including set up/clean up time): to

Note: If access to building for set up is needed prior to times above please indicate how much time and when/what day. -

THE TIMES YOU REQUEST ARE THE ONLY TIMES YOU WILL HAVE ACCESS TO THE BUILDING. CAREFULLY CONSIDER YOUR TIMES NEEDED FOR PREPARATION BEFORE RESERVING.

Attendance:

Purpose of Event:

Room(s) Requested:

Seven Hills Building - Policies and Procedures

1. a. Any church leader or group wishing to host a Church Sponsored Event must submit a Church Sponsored Event form to the Seven Hills Building Coordinator.

b. Anyone wishing to host any other kind of event must submit a Seven Hills Building Usage Application to the Seven Hills Building Coordinator.
2. Anyone wishing to host an External Usage event must pay an event fee. (Fee is subject to change) - Make Checks Payable to "Seven Hills Fellowship"
\$450 - Great Room and Kitchen
3. Requests need to be submitted at least a week in advance. Rooms cannot be reserved more than 3 months in advance without Seven Hills Building Committee approval.
4. Anyone wishing to host an External Usage event must have the building opened, closed, and overseen by a Seven Hills Fellowship representative.
5. Consecutive events are ONLY allowed by Seven Hills Building committee exception.
6. If access to the building is desired prior to the time of the event approval is needed by Building Committee.
7. Exception to usage policy must be submitted to the Seven Hills Building Committee through the Seven Hills Building Coordinator.

Seven Hills Building - House Rules

- Anyone hosting an event must follow through with Clean up/Breakdown checklist. Trash needs to be removed and floors should be free of food/trash.
- Do not hang anything on walls or windows inside or outside.
- Do not rearrange the room without prior permission. Furniture cannot be removed from room. Furniture must be returned to original place at the end of event.
- Do not prop open the exterior doors.
- We do not provide additional seating, tables or sound system.
- Please remove all decorations and food at the end of the event.
- Kitchen is a warming kitchen used for serving as needed. We do not provide glassware, serving dishes or utensils. Please remove all dishes and leftovers and leave the kitchen clean

Seven Hills Building Waiver

By signing this form, I, the undersigned, hereby agree to the following:

1. If I am requesting use of the Seven Hills Building on behalf of an organization, I have the authority to act for and legally bind the organization.
2. I agree to be the individual whom Seven Hills Fellowship may contact regarding my organization or group's use of the Seven Hills Building, and I have provided true and accurate contact information.
3. I agree to abide by the policies and procedures of use of the Seven Hills Building as have been given to me in writing, and any additional policies and procedures of use that Seven Hills Fellowship, in its sole discretion, may require of me or my organization.
4. I agree to monitor and ensure that any invitees of my organization and/or anyone else present in the Seven Hills Building during my organization's period of use shall conform to the policies and procedures of use of the Seven Hills Building.
5. I agree that any damage that is done to the Seven Hills Building during my organization's period of use shall be the responsibility of my organization, and agree to pay any and all repair and/or maintenance cost that may be necessary to restore the Seven Hills Building to the condition it was before my organization used it.
6. I hereby release and hold harmless Seven Hills Fellowship and its Board members, employees, associated hosts, volunteers, and all other persons and entities associated with Seven Hills Fellowship, or their agents or employees or otherwise.
7. I understand that payment for use of the Seven Hills Building is final and no refund is guaranteed.
8. I have read the forgoing and certify my agreement by this signature.

Name: _____

Signature: _____

Date: _____