

The Sanctuary of Morgan County Facilities Use Request Form

Date of Event:

Type of Event:

Date of Application:

Arrival Time (set-up):

Departure Time (clean-up):

(All set-up & clean-up must be accomplished on the day of event.)

Adults Attending:

Children Attending:

(Provide responsible supervision for children at all times.)

Please provide a short narrative of your event and any special needs it may present for The Sanctuary.

<p>Name, Phone, E-mail of the person making this reservation:</p> <p>Agency/Group Name & Address:</p> <p>Name, Phone, E-mail of the Event Coordinator/Host: <i>(To be on-site and responsible for the group and facilities.)</i></p>	<p>Insurance:</p> <p>- Your Private/Organization Insurance Policy is your Primary Insurer for your event.</p> <p>- Organizations must provide a <u>Certificate of Liability Insurance</u> with this Request Form.</p>
--	--

Facilities Requested:

Hospitality House

Includes: Living Room, Meeting Room, Kitchen, Sun Room, Rest Rooms.

Auditorium

Includes: Stage, Nursery, Class Room, Rest Rooms.

Sound & Media (Auditorium)

(Restrictions may apply.)

Outdoor Amphitheater

Pavilion

Yards or Fields

Piano

Stationary Grill

Patio Seating

Picnic Tables

Outdoor Seating

Restrooms

(Charcoal)

Food Needs and Preparations: Please describe your food plans and what you will require of our facility:

- ✓ You are welcome to utilize what we have: cooktop, microwave, ovens, refrigerator, coffee pots, glassware, silverware, charcoal grill, playgrounds, etc. Please provide your own paper products and plastic utensils.
- ✓ As part of our mission, the people of The Sanctuary want to offer our buildings and grounds free of charge to the people of Morgan County for their enrichment and enjoyment whenever possible. Many gatherings and events require little from our staff in addition to opening and closing the facility. Large or special events may require a member of our staff or others to be present to assist with set-up, clean-up, resourcing, oversight, parking, sound/media, etc. **The Sanctuary compensates these individuals for their time.** If you would like to have more information about this or want to help with this expense, please talk with us. Contributions are always appreciated as they help us make improvements.
- ✓ Custodial or Damage Deposits. We rely on our guests to leave the facilities and grounds in like condition to when they arrived. We will provide a "Clean-up Checklist."
- ✓ Your reservation dates will be confirmed once we receive this and/or other requested forms and discuss the details.

SPECIAL CONSIDERATIONS

The On-Site Event Coordinator/Host listed at the top of this Facility Use Request Form is responsible to oversee the group and facilities and give special attention to the following:

ALCOHOLIC BEVERAGES	Alcoholic Beverages are Prohibited on The Sanctuary Property	Initials of the On-Site Event Coordinator/Host: _____
WATER FEATURES, GARDENS, FLOWERBEDS, & TREES	Please help us preserve these areas by not allowing children to play there and to not climb or hang from trees.	Initials of the On-Site Event Coordinator/Host: _____
SHOP AREA, RV AREA, PRIVATE RESEDENCES CONSTRUCTION SITES & RENOVATION AREAS	These are Private or Restricted areas on The Sanctuary property.	Initials of the On-Site Event Coordinator/Host: _____
SECURITY	Best Practices dictate whenever possible to limit access to your event by providing only one entrance and locking it once all guest/participates have arrived.	Initials of the On-Site Event Coordinator/Host: _____
PLAYGROUNDS & CHILDREN'S ACTIVITIES	Please do not allow children to play indoors or outdoors without responsible supervision.	Initials of the On-Site Event Coordinator/Host: _____

Please return this form as soon as possible to secure your reservation date.
first come - first served

Address: The Sanctuary of Morgan County, 14587 U. S. Highway 34, Fort Morgan CO 80701
E-Mail: secretary@makinghimvisible.org **Office Phone:** (970) 542-2295

The Sanctuary reserves the right to cancel facility use requests should unforeseen needs arise or to refuse usage requests that conflict with the Mission Statement of The Sanctuary of Morgan County.

OUR MISSION

IS TO MAKE GOD VISIBLE TO MORGAN COUNTY BY DOING HIS WILL, SO THAT ALL WHO SEE GOD THROUGH US MIGHT BECOME FULLY DEVOTED FOLLOWERS OF CHRIST.