

Journey Evangelical Church

14614 Magnolia St. * Westminster, CA 92683

Phone: (714) 893-5500

www.JourneyEC.org

FACILITY USE APPLICATION

APPLICANT: _____

PHONE: Hm/Cell: _____ Work: _____

Email: _____

Journey Member/Attendee: _____ Journey Member/Non-attendee _____

Non-Member/Attendee: _____ Not Attendee _____

EVENT: CHURCH RELATED: Yes No (Circle One)

LOCATION requesting: _____

FACILITIES to be used for: _____

DATE REQUESTED: _____ TIME START: _____ TIME END: _____

Security Deposit: CHECK# _____ AMT: _____ DATE: _____

(Checks payable to "Journey Evangelical Church", Memo line: Facility Fee)

NOTE: If the use of the Main Sanctuary is requested, the application and the fees (rental, janitorial and security deposit) must be approved by the Session/CFP.

Total Fees Approved By Session/CFP For Use Of The Sanctuary: _____

RENT: _____ JANITOR: _____ SEC. DEP.: _____ TOTAL FEE: _____

TOTAL BALANCE PAID: CHECK# _____ AMT: _____ DATE: _____

(Final payment must be paid at least 1 month before date of use).

PLEASE NOTE: No smoking and no drinking of alcoholic beverage on church property, including the parking lot.

APPLICATION SUBMITTED BY: _____ DATED: _____

REMARKS: _____

APPLICATION APPROVED: _____

Church Office

Dated

CFP

Dated

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Fellowship Hall/Trailer, Room Use, Donation and Fee Schedule

Fellowship Hall	Non JourneyEC	JourneyEC Attendees	JourneyEC Members
Facility:			
Fellowship Hall	\$300	\$150	Donation
Kitchen	\$100	\$50	Donation
Services:			
Coordinator	\$200	\$200 (1) \$50	\$100 (1) \$50
+Janitor	\$260	\$260 (1) none	\$260 (1) none

TRAILER A/B, Room

Facility:			
Coordinator	\$25	\$25	\$10
Trailer A/B, Room	\$50	\$30	None
Per hr. rate beyond 4 hrs.	\$	\$	None
Services:			
Janitor	\$25/hour	\$25/hr (1) none	\$25/hr (1) none

Notes:

- JourneyEC attendees are those who attend our Sunday service more than 50% of the time, during the proceeding 12 months, per attendance record kept by JourneyEC.
- Deposit of 50% of total amount is due upon acceptance of user application; balance is due one month in advance of use date.
- For JourneyEC members and attendees, upon the discretion of the Coordinator, a reduced amount of \$50 or less, is charged for his/her service, Setup, Clean & Takedown and janitor fees will be waived if user provide own services, and the services performed to the satisfaction of the Coordinator. Follow-up cleaning, when needed, will be charged to member/user at cost.
- Fee is \$180 if kitchen is used only for light refreshment and kept clean.
- Separate fee schedule for weddings.

Revised on 01/2020