

**FACILITY  
REQUEST**  
FIRST CHRISTIAN  
CHURCH

3209 Whitesburg Drive  
Huntsville, AL 35802  
Phone: 256-881-0150  
Fax: 256-881-0181  
Email: secretary@fcc-hsv.org

*A contribution for use of the facility, which pays for extra janitorial expenses, is appreciated. A separate list of charges may be provided, if warranted, and fees must be paid in advance.*

*If groups are unable to cooperate with the staff and other groups using the building, it is understood that staff may ask group to leave.*

*Persons who sign this request are familiar with the space limitations of FCC and the need to be good caretakers of the facility. **If room is not left in satisfactory condition, extra fees for janitorial services will be charged.** Any questions about use of space shall be addressed to the office administrator or property chair. **Church Office should be contacted if a meeting date is cancelled.***

*Certain requests involving insurance coverage must be approved by the property manager. In certain cases, a Liability Waiver and an Insurance Certificate may be requested for our file.*

*There will be no secretarial/answering service support provided by FCC.*

\_\_\_\_\_  
STAFF APPROVAL

\_\_\_\_\_  
DATE

Group Notified? \_\_\_\_\_  
Morgan Notified? \_\_\_\_\_  
Childcare Notified? \_\_\_\_\_

Contribution received?

yes  no

DATE SUBMITTED \_\_\_\_\_ (Should be at least 2 weeks prior to event)

DATE OF EVENT \_\_\_\_\_ EVENT START TIME \_\_\_\_\_

NAME OF REQUESTING GROUP/INDIVIDUAL: \_\_\_\_\_

EVENT \_\_\_\_\_  
(Recurring events must be renewed in January)

CHECK WHICH ROOM(S) REQUIRED:

_____ SANCTUARY (400)	_____ FAMILY SERVICES AREA (58)
_____ PARLOR (25) (3)	_____ McMAINS (Fellowship Hall/Gym) (200)(20)
_____ PARLOR KITCHEN	_____ DOWNSTAIRS CLASSROOMS:
_____ CYF (upstairs) (20)(6)	_____ 202 Parenting (16)(2)
_____ CHI RHO (upstairs) (20)(6)	_____ 204 Growing in Faith Together (30)(4)
_____ GARDEN RM. (36)(6)	_____ 209 New Testament (25)(2)
_____ KITCHEN	_____ 211 Growing Christians (25)(4)
_____ LIBRARY (12)(1)	_____ COMMONS AREA/FIRESIDE (35)(5)
_____ OTHER (Name) _____	

EQUIPMENT REQUIRED (Basic set-up **may be provided** if there are no schedule conflicts)

TABLES:

Diagram of layout:

NO. ROUND: \_\_\_\_\_

NO. LONG: \_\_\_\_\_

CHAIRS: \_\_\_\_\_

OTHER \_\_\_\_\_

Please indicate  
location of  
room door

Person (s) responsible for room set up/clean up:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_

FACILITIES NEEDED FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

APPROX. # ATTENDANCE \_\_\_\_\_

**Will Children/Youth Be Attending? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, you must read and sign the Child and Youth Protection Policy on the reverse side.**

***If child care is needed, for an official church-sponsored function, you must complete and submit a separate Child Care Request form. Children under 16 years of age should be under direct adult supervision at all times while on church property.***

Name of person responsible for proper use and care of facilities and who will pay for any church items broken or damaged during the event. An issued key for one time events must be returned after the event and not passed on to another person.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (OTHER) \_\_\_\_\_

E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED ON CHURCH PREMISES.  
FOOD & BEVERAGES ARE NOT PERMITTED IN THE SANCTUARY.**

**PLEASE RETURN THIS FORM ATTENTION: Office Administrator**

AS OF 8 August 2011

**Child and Youth Protection Policy of  
First Christian Church (Disciples of Christ), Huntsville, Alabama**

First Christian Church (Disciples of Christ) Huntsville, Alabama, is committed to providing a safe and healthy environment in which young people can learn about and experience God's love.

In order to ensure this, we have established the following guidelines:

1. It is the policy of this church that there be adequate supervision and safeguards for all children and youth activities. In all situations, there will not be fewer than two unrelated adults (age 18 and older) present with children and youth.
2. Minors (under age 18) should never be allowed to supervise children or youth without constant adult supervision.
3. Children under the age of 16 should be under direct supervision by adults at all times while on church property.
4. All groups requesting to work with children and youth in First Christian Church (Disciples of Christ), Huntsville, Alabama, facilities will receive a written copy of the Child and Youth Protection Policy, will sign a written acknowledgment of such receipt, and will be required to follow this written policy.

**Reporting Procedures**

Observed or reported sexual abuse or molestation should be reported immediately to the authorizing staff member. Reporting abuse can precipitate severe consequences to a child, individual, and family; it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences for the individual at risk.

Therefore, if there is reasonable cause to suspect abuse, an individual should talk with the appropriate staff member to see what steps can and should be taken to protect the individual and help the family. When time and circumstance permit, the report should be made to the supervising staff member who will proceed through the process of reporting to the Senior Minister.

**Responses to Allegations**

All allegations will be taken seriously, and church staff will take appropriate action in accordance with the laws of the State of Alabama, insurance policy requirements, and based upon advice of legal counsel.

**I agree to abide by the above policy requirements while using church facilities.**

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**Signature**

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**Organization**

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**Date**