



MISSIONS PLACE

Thank you for your interest in using the Missions Place for your upcoming event. The following document outlines the procedure for scheduling and conducting events at Missions Place.

WHY WE HOST EVENTS:

We exist to facilitate missional partnerships in local communities for the global church by developing relationships with collaborators, influencers and community members.

One way that we do this is by allowing churches and ministries to make use of our space by request.

- We can accommodate: one- time events hosted by a Christian church, ministry, or individual.
- We cannot accommodate: recurring events.
- We require that individuals and groups booking our space abide by and agree with our Statement of Faith and Moral Conduct Policy (to be supplied by the Site Manager at the time of booking).

WHAT TO EXPECT:

- **The week prior:** The Site Manager will communicate with the contact person at least one week prior to the date of your event to discuss and confirm logistics.
- **The day of:** Because we operate with a limited staff, we kindly request that you keep your setup and tear down time to a minimum. Please keep in mind that the amount of time you request to be here before and after an event requires a staff person to be here as well.
- **During the event:** We ask that you allow the Site Manager time to make a brief introduction and welcome your guests to Missions Place.
- **After the event:** Please help by returning the space to its original condition once your event has concluded.

SCHEDULING AN EVENT:

- Submit the attached Event Request Form to the Site Manager preferably one month before the requested date. Note: availability is limited. Scheduling is on a first-come, first-served basis.
- We reserve the right to decline an event request at our discretion. Reasons for declining event requests may include, but are not limited to, conflicts with our purpose or vision, expression of values counter to those represented in our Statement of Faith or Moral Conduct Policy, or calendar capacity.

DONATING TO MISSIONS PLACE:

There is no fee structure for using the Missions Place. However, if you believe in or benefit from what we do at Missions Place and would like to contribute to the sustainability of our ministry, you can make a financial contribution to Missions Place by following this link: [Missions Place Donations](#)

PROPERTY DAMAGE:

In the event that Missions Place properties are damaged during your use, you as the guest will be responsible for remediation and/or replacement as necessary.

CONTINUE TO THE NEXT PAGE FOR EVENT REQUEST FORM.





MISSIONS PLACE

event request form

Thank you for your interest in using the Missions Place for your upcoming event. Please provide us with the information requested below in order to better understand your event and the ways we can make the Missions Place available to you. We will be in contact with you as soon as your event request has been processed.

PRIMAR COMPANY NAME:

COMPANY/ORGANIZATION:

EMAIL:

PHONE:

DATE OF REQUESTED EVENT (MM/DD/YYYY):

TIME OF REQUESTED EVENT (PLEASE INCLUDE ANY SETUP TIME YOU WILL NEED): START

TIME

FINISH TIME

PLEASE DESCRIBE THE PROPOSED EVENT AND THE RELIGIOUS PURPOSE SERVED BY THE FACILITY'S USE:

ADDITIONAL NEEDS:

- Visual
- Outside Food/Drink
- Room Setup/Seating
- Other

PLEASE ELABORATE:

HOW DID YOU FIND OUT ABOUT MISSIONS PLACE:

Please bring your completed form to the Missions Place or email it to the site manager.