

Facility Use Request Form

Requester's Information

Today's Date: _____

Name and Organization: _____

Email: _____ Phone: _____

Address: _____

Event Information

Event: _____

Date(s) Requested: _____

Times: Begin- _____ End- _____

Church Member or Regular Attendee who will be present: _____

Building Access: Have Key Need Access

Facilities Needed

- Worship Center
- Youth Room
- Kitchen
- Classroom(s)- Number Required: _____
- Patio

Event Description:

Estimated Number of People: _____

See other Side →

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. NO FOOD in the Worship Center.

Liability Insurance: _____

*Costs:

- \$400.00 Cleaning and Utilities Fee
- \$200.00 Security Deposit
- \$75.00 per Hour for Sound Engineer
- Coffee is \$1 per Cup

Signature of this form indicates acceptance of all applicable fees and guidelines.

Signature of Responsible Party

Date: _____

For Office Use Only:

Approved by: _____ Date: _____