

FACILITY USE RESERVATION REQUEST

Please complete and return this form to the Administrative Assistant in the church office.

Brief Description of Event: _____
(i.e. wedding, birthday, community event, family reunion, etc.)

Person(s) requesting use of facility: _____

Mailing Address: _____

Email Address: _____ Preferred Phone: _____

Date(s) of Event: _____ Actual Time(s) of Event: _____

Total time requested for reservation (including time for set-up and clean-up): _____

Person(s) responsible for clean-up: _____ Phone: _____

Person(s) responsible for child supervision: _____ Phone: _____

Agreement

I have received and read the BWCOP Building Use Guidelines regarding use of the building and facilities and will abide by them and any other specific requests made for using the facilities.

I specifically note the following conditions for use:

- Children must be supervised by an adult at all times. Children playing outdoors should use the playground area. Avoid using the playground equipment when child care programs are using it. The church gardens, parking lot, and other landscaping are not for playground purposes. I will make my guests aware of these requirements. Failure to supervise children may result in forfeiture of deposit.
- The sanctuary is a space for worship and is not to be used as play space. In particular, equipment such as sound booth, organ, and piano are to be handled only by authorized persons.
- I understand that it is my responsibility to ensure proper clean-up following use of the facility [i.e. room(s) are straightened and cleaned to the condition in which they were found, including tables & chairs, etc. in social hall].
- I understand and agree that any equipment used will be left in the condition it was received; if damaged, I will be responsible for replacement or repair costs. Should proper clean-up not happen for any reason, fees may be deducted from deposit.

I understand that I am responsible for the care and safety of participants at the event, and in consideration of being permitted to use the church facilities, forever release the church and agree to defend, indemnify, and hold the church harmless from any claims or damages for any medical expenses and other damages, to the fullest extent permitted by law.

Signed _____ Date _____

Deposit Amount _____ Date _____

Request approved by _____ Date _____

Total estimated charge for use of facilities \$ _____ as of _____

To maintain reservation, full amount is due by _____