

Building / Property Usage Agreement

Please fill out and place in secretary's mailbox for processing.

Event Details

Date of Application: _____

Event: _____ Personal Church

Date of Event: _____ Event Start Time _____ Event End Time _____

Your Set Up Time Starts: _____ Your End Time after clean up _____

Person in Charge _____

Work Phone _____ Cell Phone _____ Home Phone _____

Equipment Needed

Sound System _____ Overhead Projector _____ TV/VCR _____ Other _____

Personnel Needed

Sound Technician _____ Housekeeping _____ Usher/Greeters _____ Musicians _____

Other _____

Building or Property Needed

Sanctuary Fellowship Hall Kitchen Restrooms Youth Center

Classroom _____

Church Grounds/Other _____

I understand that a love offering to help offset the increased cost of building usage would be appreciated. The amount of the love offering will be decided upon and paid prior to the event. I agree to pay for any damages to any items, equipment, the building or property area of the church that might occur during my event. I agree to pay for any personal liabilities, including injury, ambulance fee and medical costs, for those attending this event for which I have requested usage of the church or grounds. I understand that the church is not liable for any accidents or injuries that occur during my group's activities in the building or on the property. I agree to see that everything is left clean and put back in its proper place and all trash will be put outside in the dumpster.

Applicant's Signature

Date

Please note emergency phone numbers, location of fire extinguishers, and other important information listed on the back.

Office Use Only

Assoc. Pastor's Signature: _____ Approval Date _____

Office Manager's Signature: _____ Approval Date _____

Requester Notified of Approval _____

Contacted Dept. Leaders _____

