

First Christian Church Application for Building Use

NAME: _____

First Christian Church Member?

ADDRESS: _____

Yes ____ No ____

PHONE: _____ WORK _____ CELL _____

GENERAL INFORMATION

Building Requested: Fellowship Hall ____ Educational Center ____ Sanctuary ____ Life Center ____

Date of Use: _____ (If recurring use please not dates. Approval may be granted for up to one year.)

Time of Use: _____ until _____

Need Sound System? _____

Fee is \$100 (\$25/hour after first 4 hours)

Purpose: (Please describe how you will use the building(s).)

Number of People Expected: _____

FEES (Office Personnel will fill this in)

Total

Fee for Building Use: Fellowship Hall or Educational Center (\$50) Life Center or Sanctuary (\$100) _____

Fee for Janitorial: Fellowship Hall or Educational Center (\$50) Life Center or Sanctuary (\$100) _____

Other Fees:

Sound System \$100.00 _____

Other \$____ _____

Fee Waiver Approval by FCC Board _____

Total Fees: _____

All requests must be made to the Office of First Christian Church by the last day of the month PRECEDING the month of use as the FCC Board of Deacons and Elders will approve use at each month's meeting. You will be contacted by the church secretary upon approve and use will be permitted following payment of fees.

Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.

I/We have read and understand the policies for building use document and agree to abide by all policies.
Signed _____

We wish to avoid misunderstandings, and make sure that our policies are clearly understood. To that end, we would ask that you individually initial each of the following statements. Thank you for helping us make sure that no misunderstandings occur.

I/We understand that no alcohol is permitted on the premises. _____

I/We understand that there is no tobacco/vapor usage in the building. _____

I/We understand that there will be no religious activities or ceremonies on the premises that are not in agreement with the doctrines and practices of this church. _____

I/We understand that this is a church, and that everyone in our party is expected to behave in a manner that is appropriate at a church. _____

I/We understand that children should not be allowed to play near any electronic or musical equipment, and are not allowed in areas that have not been rented for the event. _____

I/We understand that we must return all furnishings to their place. _____

I/We understand that if we are using the building on a Saturday, the building should be ready for cleaning by 6PM unless otherwise approved. _____

I/We understand that we have not reserved the building until we have paid all fees. _____

I/We understand that we will be responsible for anything we damage. _____