

FACILITY USE APPLICATION

BIBLE FELLOWSHIP CHURCH

Bible Fellowship Church's facilities are available to public concerns for use in staging approved events or activities outside of the regularly scheduled church related format. A usage fee is required unless it is expressly waived. The fee is established by the Bible Fellowship Church Board of Elders. It is based on the nature of the use, facilities required, and other concerns.

1. Please check the facilities that you are requesting to use.

- Sanctuary
- Fellowship Hall
- Kitchen
- Upstairs Classroom
- CCHEA Library
- Pavillion

2. Will the sound system be required? (must be arranged in advance)

- Yes
- No

3. How many attendees are expected?

4. Total estimated hours that the facilities will be used (including preparation and rehearsals)?
Include dates and times

5. Are you a commercial entity?

- Yes
- No

6. Will an admission be charged?

- Yes
- No

7. What is the nature of the event or purpose for using the facilities?

It must be understood that, upon completion of your activity or event, the facilities be vacated in the original state (cleanliness and repair) in which they were found. If not, an extra cleaning or repair charge must be paid.

Any alterations or decorations to the facilities must not interfere or cause a distraction with normal church activities.

The opening of the facility or use of keys is to be arranged at least two weeks in advance.

The facility and activities will be available for inspection at any time by a representative of Bible Fellowship Church.

While permission for usage will usually be given orally by a representative of the Elder Board, any initial fees must be paid at least 24 hours before the commencement of the event.

Other restrictions can be applied at the discretion of the Board of Elders of Bible Fellowship Church.

Agree to hold Bible Fellowship Church and its representatives harmless in case of accident or injury and that you and/or your organization are solely responsible for any unforeseen occurrences of injury or damage to persons or property while on church grounds.

By holding your event at Bible Fellowship Church, it is explicitly implied that the above requirements are accepted and understood.

Signed: _____

Date: _____