

CROWFOOT BAPTIST CHURCH
FACILITY USE INFORMATION & REQUEST FORM

Form A

Final Approval for all Facility Use Requests will be made by the Campus Supervisor, under the direction of the Board of Elders (see Constitution, Article 5 – Elders and Article 6 – Support Team).

No Facility Use Requests will be approved which violates Crowfoot Baptist Church’s Statement of Faith and/or Vision and Values Statements.

Payment due one week prior to rental.

TODAY’S DATE: _____

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DATE(S), TIMES REQUESTED (including early decorating and set-up): _____

PURPOSE and NUMBER OF INDIVIDUALS ATTENDING: _____

- FACILITY REQUESTED: Sanctuary
 Activity Center, Without Kitchen
 Activity Center, With Kitchen
 Sound Service \$50
 Long Term Use, Fee: _____

Beginning and End Dates _____

(Please check all that will be needed.)

All who wish to use the Facility will observe the following:

- FACILITY USE REQUESTS (with appropriate payment) must be submitted to the Church Office for approval and scheduling.
- At least one approved representative from Crowfoot Baptist will be present during weddings or other functions to render assistance and oversee clean up.
- If the Kitchen or Sound System is needed, user must make arrangements with said coordinators.
- Facilities will be clean prior to the function. Those using the facilities will leave the building(s) as they found them.
- User will be responsible for setting up tables and chairs and the clean-up of facility after use.
- In the event of a wedding, the person requesting the building will care for the removal and replacement of Sanctuary furnishings and for the set-up of tables, chairs and other church property used for the wedding and reception. The bridal party will be responsible for items brought in, such as candelabras or flower pedestals obtained from a florist, or other furnishings.
- Users should come early to arrange and decorate the Activity Center or Church Sanctuary, as needed.
- Tablecloths are to be supplied by user.
- A limited supply of desert dishes, punch bowl and silverware are available through the church. If used, they must be returned clean.
- If candles are used, they must be “dripless”.
- No rice is permitted; bird seed is recommended, outside of buildings.
- No smoking or consumption of alcoholic beverages or use of illegal substances will be allowed on the church property.
- Each user is responsible for all property and/or building damage.

We release Crowfoot Baptist Church and its members from all responsibility and/or liability for any accident or injury taking place on the properties of Crowfoot Baptist Church during our use of the facilities. We also agree to follow the guidelines set forth in this Facility Request Form of Crowfoot Baptist Church.

SIGNATURE OF PERSON MAKING REQUEST: _____

CLUB/ORGANIZATION: _____

APPROVED BY: _____ DATE: _____