



Notice
\$30 deposit required. Refunded after event. Non-refundable if event is cancelled 3 days prior to event.

RESERVATION FOR FACILITIES USE

Location:

- Sanctuary
- Fellowship Hall
- Grounds

Event/Title: _____

Event date(s): _____ Time: From: _____ To: _____
include setup and cleanup

Expected number of participants _____

Point of Contact: _____

Phone #: _____ Email: _____

The contact person is responsible for adherence to the *Building and Facilities Use Policy (included)*.

- Member
- Non Member (who referred you) _____

Will there be food?

- YES
- NO

Building Use Fee:		<i>Non Member</i>
Less than 4 hours		\$50.00
More than 4 hours		\$80.00
(over 6 hours may require additional fee)		

**Checks made payable:
Apostolic Faith**

*AGREEMENT: I have read the Rules for Facility Usage attached to this application and agree to comply fully. I agree that the facility user is responsible for the damage to the premises and to any personal property of the Church. I further agree that the facility user shall indemnify and hold the Church harmless from and against any loss, damage, suit, judgment or liability of any nature arising out of any damage to the facility user's personal property, or personal injury or death to any of the facility user's members, agents, employees or invitees. This shall include all costs of defense and reasonable attorney's fees.

Signature: _____ Date: _____

Approved **Not Approved** Authorizer Name & Initials: _____



Assigned Event Coordinator: _____

Building and Facilities Use Policy Contract

1. The person signing the application for use agrees to accept all liability of any damages incurred to the facilities used during event, and agree to promptly reimburse the church of the cost of replacement or repair of any damage to church property, cleaning, repairing, furnishings and equipment. Unauthorized rooms will be off-limits.
2. No decorations or signs are NOT to be attached in any way to walls, doors or the exterior of the building by tacks, nails or screws.
3. All decorations must be removed at the conclusion of the event.
4. ABSOLUTELY NO alcoholic beverages, illegal controlled substances, weapons or smoking on Church premises.
5. The signee assumes full responsibility for the character, acts and conduct of all persons attending the event.
6. Kitchen must be left clean and orderly after use. Read Kitchen Procedures form, found in kitchen.
7. The Church has the right to deny use of its facilities if opposes the Doctrine of Apostolic Faith and its bylaws.
8. There will be an Event Coordinator assigned to you, to help guide you. The Event Coordinator is a guide only, and will open the church and lockup after the event. If you would like to hire a vendor through Apostolic Faith to decorate and cater your event for an additional fee, see Sis Nikki Sams.
9. Please no pets.

I agree to the terms and conditions as stated above in the Building and Facilities Use Policy Contract



(Signature)

(Printed)

(Date)