

Building Use Request Form

**Contact Name
(Responsible Person):**

Address:

Phone Number:

Email:

Event Date:

Event Time:

From:	Until:
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Set Up / Clean Up Date:

Set Up / Clean Up Time:

From:	Until:
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Event Description:

**How many people will be
in the building?**

Rooms to be Used:

**Tables and/or Chairs
needed?**

**Are you requesting the use
of any other church
property or equipment?**

I have read and signed the Facility Use Agreement attached to this document.

Facility Use Agreement

All events and use of the facilities of Wyoming Park Bible Fellowship are subject to approval by the Building & Grounds Committee of Wyoming Park Bible Fellowship church. The church reserves the right to refuse events. Events must not conflict with the values, mission, or doctrine of the church. Once your event and time is approved, a signed copy of this agreement will be returned to the responsible person.

Guidelines & Rules

- All events are expected to be kept to a reasonable length of time and adhere to the requested times in this agreement (including setup and cleanup)
- Sundays are not available for rental.
- The responsible personal shall remain on site during the entire event. The responsible person shall ensure that all rules are followed and that event attendees maintain proper conduct.
- No red punch (or paper products with strong dyes) is allowed as any spills are almost impossible to remove.
- No smoking on the church property at any time.
- No alcoholic beverages on church property at any time.
- No food or beverages are allowed in the sanctuary.
- Any damage, cleaning, or replacement costs due to food or beverage will be the responsibility of the responsible person named in the agreement.
- All kitchens are to be left clean, all garbage and recyclables are to be removed from the building immediately after any function. Any kitchen item used upstairs or down is to be cleaned and returned to the proper place you obtained them.
- All furniture (chairs and tables) shall be placed back in its original position unless prior arrangements have been made.
- Any person or group property used at or left on church premises shall be at your own risk and only with prior permission.

Damage Assessment

Damage to church property caused by the event, or any contractor or employee of the event, or any persona attending the event for which the church was used under this agreement, will be charged to the responsible person of this event.

By signing below, you agree to abide by the terms and conditions of this agreement including any supplementary agreements attached hereto; to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use church property and to remove any property brought into the church when event period is over.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY		<input type="checkbox"/> Granted	<input type="checkbox"/> Denied
Approved By:	<input type="text"/>	Date:	<input type="text"/>