

Church Facility/Property Reservation Request and Agreement

Name of person or organization making request: _____

___Member ___Church Sponsored Event ___Non-Member, Group, Organization

Contact Information:

Address: _____

Phone Number(s) _____

Email Address _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's mission and purpose: _____

Please list the organization's web-site, if any: _____

Regardless of the type of user, please describe each of the facilities/vehicles you are requesting and the purpose for which you intend to use use each: _____

What date(s) and time(s), including set up, are you requesting to use each of the facilities/vehicles? Please provide details if music or dancing is to be part of the activity. _____

If you are requesting use of the church's facilities for a wedding and/wedding reception, please provide the following information:

Name of bride _____

Address _____

Phone Number(s) _____

Name of groom _____

Address _____

Phone Number(s) _____

Minister to Perform Service _____

Church _____

Phone Number(s) _____

Please describe the marriage preparation counseling or training undertaken by the bride and groom. _____

Florist _____ Phone Number _____

Time of Floral Delivery _____

Photographer _____ Phone Number(s) _____

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the moderators (pastors) or Sessions approval, which is conditioned in part on my agreement to the requirements in the "Church Facility/Property Use Policy", a copy of which I have read and understood.
5. I understand that full payment of fees of _____ must be made before the date(s) of the event and that the security deposit of _____ may not be returned to me if I do not live up to this agreement.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts (Matt: 18 and 1 Cor: 6). Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name

Date