

REQUEST TO USE FACILITIES  
OF CHRIST BIBLE CHURCH

Requested By \_\_\_\_\_

Reason for request/event type \_\_\_\_\_

Event Date \_\_\_\_\_ Event time (start to end) \_\_\_\_\_

What time do you need access? \_\_\_\_\_ What time will you be out of the building? \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Evening phone \_\_\_\_\_

Check each that applies to your event

- Sanctuary \_\_\_\_\_
- Kitchen \_\_\_\_\_
- All purpose room \_\_\_\_\_
- Audio \_\_\_\_\_
- Class rooms \_\_\_\_\_
- Other rooms/space \_\_\_\_\_

I have read the attached guidelines and fee schedule. I understand and agree to the terms set forth.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

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For Office Use  
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approved by:

- fees paid by:
- money order
- cashiers check
- cash

## GUIDELINES AND FEE SCHEDULE FOR USE OF CHRIST BIBLE CHURCH

### 1. **Guidelines and policies for mutual understanding:**

- † No smoking in any part of the building.
- † No drinking of any alcoholic beverages in any part of the building.
- † All music, language, and entertainment shall be in keeping with the purpose of the Church.
- † You will be charged replacement cost for any damage or breakages.
- † Reservations will be considered complete upon full payment all fees. Payments to the church are due one week prior to the date of use of the church. Payments to custodian, audio technician, and pastor are due 1 hour prior to use of the church.
- † Do not throw rice inside of the sanctuary.
- † Responsibility for proper use of the building rests with the individual signing this application.
- † 50% of cost must be submitted upon approval of application to reserve the date requested.
- † Non members may not use kitchen equipment or utensils. Use of the steamers for heating is permitted.
- † Fees must be paid by cash, money order, or cashier's check. Personal checks will not be accepted.
- † All audio/video/projection equipment must be operated by members of Christ Bible Church multi-media team members. No exceptions will be made.
- † Absolutely NO eating or drinking is allowed in the sanctuary or other areas of the building. All eating must take place solely in the kitchen area of the church.

## GUIDELINES AND FEE SCHEDULE FOR USE OF CHRIST BIBLE CHURCH

### 2. Fee Schedule

**Members In Good Standing** (those who regularly attend and consistently give of their resources and service to the church)

†	Sanctuary	\$250
†	Kitchen	\$100
†	All purpose room	\$100
†	Custodial services	\$200
†	Audio services	\$25 per hour (any 15 min. will be considered 1 hour)
†	Pastor Ford	N/A

#### **Members and Friends**

†	Sanctuary	\$750
†	Kitchen	\$150
†	All purpose room	\$150
†	Custodial services	\$200
†	Audio services	\$25 per hour (any 15 min. will be considered 1 hour)
†	Pastor Ford	\$150

#### **Non Members**

†	Sanctuary	\$1,000
†	Kitchen	\$250
†	All purpose room	\$250
†	Custodial services	\$200
†	Audio services	\$25 per hour (any 15 min. will be considered 1 hour)
†	Pastor Ford	\$200

#### **Funeral/Homegoing services**

No charge for Members In Good Standing, Members and Friends.

#### Non Members

Sanctuary	\$100
Custodial services	\$200

The above categories refer to the one receiving the service. A non-member cannot receive the member price based on familial relationship. For example, a member cannot request a baby shower for a non-member at the member rate.