

COWEE BAPTIST CHURCH

Adopted: APRIL 27, 2014

Cowee Baptist Church Member

Facility Use Application

***A CHURCH MEMBER MAY NOT RESERVE THE FACILITIES FOR AN ENTITY,
IT MUST BE RESERVED FOR PERSONAL USE ONLY.**

Today's Date: _____
Date of Event: _____ Time of use: _____
Type of Event: _____

Applicant's Name: _____
Applicant's Address: _____
Applicant's Phone Number: _____

If Religious Event: Minister's Name: _____ Phone #: _____
Name/denomination of church minister serves: _____

Facility(s) Requested: Sanctuary Fellowship Hall Kitchen Crossover Area The Hub
Estimated Number of Participants: _____

Fees for Cowee Baptist Church Members for Use of Facility

Reservation & Compliance Fee: \$500.00 (Paid at time of application, refundable)
Sanctuary: Free
Fellowship Hall: Free
Kitchen: Free
Crossover Area: Free
The Hub: Free

Fees for Cowee Baptist Church Members for Clean Up

Sanctuary: \$50
Fellowship Hall/Kitchen: \$50
Crossover Area: \$50
The Hub: \$0

Additional fees for Cowee Baptist Church Members (Paid by applicant directly to individual)

AV/Sound Tech: \$50.00 (Only Cowee trained/approved techs may operate systems)
Organist/Pianist: \$50.00

With the signing of this application, the user indicates he/she has read and will adhere to the policy guidelines and procedures, as listed in the Building Usage Policy, for use of the facility requested and understands:

- The church reserves the right to determine availability of facilities for use.
- The user will be responsible for & agrees to pay for damages done to the property beyond ordinary wear & tear.
- Non-church related events can only use kitchen equipment under the supervision of the Special Events Coordinator or a volunteer appointed by the Kitchen Committee.

Signature of Applicant: _____ **Date:** _____

FOR OFFICE USE ONLY:

\$500.00 Reservation & Compliance Fee Paid On: _____ Check Number: _____
Amount of Reservation & Compliance Fee Refunded: _____ Date Reservation & Compliance Fee Refunded: _____
Clean-Up Fees Paid: \$ _____ Date & Check # _____
Event and Date Cleared and Approved: Yes No

Signature of Pastor or Person Giving Approval *Date*