

COWEE BAPTIST CHURCH

Non-Church Member Facility Use Application

Today's Date: _____
Date of Event: _____ Time of use: _____
Type of Event: _____
If Religious Event: Minister's Name: _____ Phone #: _____
Applicant's Name: _____
Applicant's Address: _____
Applicant's Phone Number: _____

Facility(s) Requested: Sanctuary New Fellowship Hall Old Fellowship Hall
Estimated Number of Participants: _____

Fees for Non-Members for Use of Facility

Deposit: \$125.00 (Paid at time of application, refundable)
Sanctuary: \$100.00
New Fellowship Hall: \$300.00
Old Fellowship Hall: \$200.00

Fees for Non-Members for Clean Up

Sanctuary: \$125.00
New Fellowship Hall: \$125.00
Old Fellowship Hall: \$75.00

Additional fees for Non-Members (Paid by applicant directly to individual)

Sound Tech: \$50.00 (Only Cowee trained/approved techs may operate sound system)
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 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 a member of the Kitchen Committee or a volunteer appointed by the Kitchen Committee.
- The user must present a copy of insurance coverage which will cover any injury/injuries which may occur while on church property and agree to waive any litigation against the church for any injury/injuries which might occur while on church property.

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

FOR OFFICE USE ONLY:

\$125.00 Deposit Paid On: _____ Check Number: _____
Amount of Deposit Refunded: _____ Date Deposit Refunded: _____
Event and Date Cleared and Approved: Yes No
Copy of Insurance Presented: Yes No
Fees Paid: Use of Building \$ _____ Clean-Up Fee \$ _____
Date & Check # _____ Date & Check # _____

Signature of Pastor or Person Giving Approval

Date