

# Application for Use of Church Facilities

Vancouver Church of Christ  
9019 NE 86<sup>th</sup> St. Vancouver, WA 98662 (360) 696-0548  
[www.vanchurch.org](http://www.vanchurch.org) (cynthia@vanchurch.org)

**Instructions:** Please complete this form for each reservation, unless it will be a recurring event, i.e. weekly, monthly. Provide this form to the Church Administrator by fax, email, or drop off preferably at least 2 weeks before the event.

**Today's Date:** \_\_\_\_\_  
**Name of Organization, Group, Family, or Individual:** \_\_\_\_\_  
**Type of Event:** \_\_\_\_\_  
**Date of Event:** \_\_\_\_\_  
**Time of Event:** Start: \_\_\_\_\_ End (including clean-up): \_\_\_\_\_  
**Set Up Time** (when access to building is needed): \_\_\_\_\_  
**Specific Room Requested** (if known) \_\_\_\_\_

Recurring Event? ☐ Yes ☐ No  
If Yes, Beginning (month): \_\_\_\_\_ Ending (month): \_\_\_\_\_

Food / Drink served? ☐ Yes ☐ No (also will you require Church Kitchen)  
Comments: \_\_\_\_\_

**Estimated number of people expected at event:** \_\_\_\_\_  
**Do you charge a fee for the event? (if Yes, enter fee here)** \$ \_\_\_\_\_

**Room Set-Up:** ☐ Yes (if requested – additional fees req'd)  
Set-Up required: ☐ Chairs only: How Many? \_\_\_\_\_ ☐ Chairs and Tables: How Many? \_\_\_\_\_  
Set Up arrangement: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Sound Technician:** ☐ Yes (Required if using multimedia/sound system, person approved by Technical Team, additional fees req'd)

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**Contact:** (Person present at event to assure compliance with Facilities Usage Policy. Copy of Facilities Usage Policy provided.)

**Contact Person** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City / State / Zip** \_\_\_\_\_  
**Phone / Cell Phone** \_\_\_\_\_  
**Email** \_\_\_\_\_

The signature below verifies that the person has read and understands the policies for the use of the Vancouver Church of Christ facility:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Terms and Conditions

- 1) Use of the building is not exclusive. Other individuals or groups may be using the building at the same time. Everyone must show respect for other individuals and groups using the building at the same time. Individuals and groups are expected to honor their time schedule. Failure to do so may be grounds for denying future use of the building.
- 2) Facilities must be left in the same condition as found or better.
- 3) Special procedures and policies for specific rooms (i.e Family Life Center) are to be adhered to in conjunction with this agreement.
- 4) Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility

\*\*\*\*\*CHURCH USE ONLY\*\*\*\*\*

Date Application Received: \_\_\_\_\_

Room(s) Reserved: \_\_\_\_\_

Date(s) Reserved: \_\_\_\_\_ Time Reserved: \_\_\_\_\_

Fee Required? ☐ Yes ☐ No

Fee Amount, Total: \$ \_\_\_\_\_

Prepaid Amount, Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Release of Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_