

# CBC CONTRACTS FOR FACILITY REQUEST FORM (March 2013)

**Date of Request** \_\_\_\_\_  **CBC Church Member**  
**Name of User/Organization:** \_\_\_\_\_  **Non-CBC Church Member**  
**Purpose:** \_\_\_\_\_  
 \_\_\_\_\_  
**Name os Responsible Party:** \_\_\_\_\_  
 \_\_\_\_\_ **Day Phone Number** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_ **Evening Phone Number** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
 \_\_\_\_\_ **Fax Number** \_\_\_\_\_  
**Dates of Event:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Number of Dates:** \_\_\_\_\_  
**Reservation Time:** From: \_\_\_\_\_  
 To: \_\_\_\_\_  
**Number of Persons Expected:** \_\_\_\_\_  
 Adults                  Minors

Facility Requested	
WRC-Gym	
WRC w/Kitchen & MP1059	
Chapel	
Fellowship Hall (w/kitchen)	
MP1059 & WRC Kitchen	
Other: _____	

**Please submit this request with your organization's vision statement, core values and proof of insurance. The Church Administrator and/or Lead Pastor will contact you regarding a contract fee. Once the fee is agreed upon by both parties, this form can be signed and submitted with your total payment for processing.**

**TO BE COMPLETED AFTER CONTRACT FEE HAS BEEN AGREED UPON**

I have read and will adhere to the "Guidelines for Use of Church Facilities".  
 I will assume financial responsibility for any property damaged during this event.  
 I am attaching payment in full.

\_\_\_\_\_  
**Signature of Applicant**                      **Date**                      **Day Phone #**                      **Evening Phone #**

**TO BE COMPLETED BY CENTRAL BAPTIST**

\$ \_\_\_\_\_ Agreed upon price for this contract

The Church Administrator agrees that facility can be used and personnel are available to work.  
 The Church Administrator is unable to recommend this application because of the following:

\_\_\_\_\_  
**Signature of Church Administrator**                      **Date**