



conifercommunity

C H U R C H

BUILDING REQUEST FORM

- ▶ This form must be completed and approved by the Church Office for all building use.
- ▶ One person is designated to be the “responsible party” of the group, preferably a member or regular attendee of the church. This person is to fill out all pages and submit them to the church office.
- ▶ The purpose of the meeting must not conflict with the church’s mission; we reserve the right to refuse use of the building because of content and focus of the meeting.

Group Name: Boy Scout Troop 400

Person in charge: Matthew Cantrell Phone: _____

Email: myosfordf350@gmail.com Cell: 8013095525

Date Needed: 9/14/15 Time (start to end): 6-830 PM

Non-profit Organization: Yes No _____ Number of People attending: 40

Purpose of the Meeting: Boy Scout meetings

Rooms requested:
 Sanctuary Youth Hall/Kitchen _____ Youth Wing classroom(s) - how many? _____

_____ Nursery _____ Adult Wing classroom(s) - how many? _____

Fill out below if requesting Regular Extended Use

We need the facilities every Monday from 6 PM to 830 PM
(Day of week or month) (Time) (Time)

starting 09/14/15 and ending 09/14/16 with the following
(Date) (Date)

exceptions: 23 NOV 15, 28 Dec 15, 4 JAN 16, 18 JAN 16, 15 Feb 16, 21 Mar 16
all JUN - AUG 16

(please list any dates you will not be holding a regular meeting)

- ▶ The responsible party will make sure there is compliance with the following items.
(Please initial each item.)
 - MBC Checking with the church secretary to make sure that the date is clear on the church calendar and for any special instructions concerning a particular room or equipment use.
 - MBC **Please clean up after your meeting (this includes taking out the trash, sweeping up, replacing any tables or chairs that were set up, etc)**
 - MBC An authorized audio technician from CCC is required in order to use any of the sound systems.(see attached form for fees)
 - MBC The responsible party will be expected to pay for the repair or replacement of any damaged church property.
 - MBC Smoking, alcoholic beverages, illegal drugs and firearms are not allowed anywhere on the church property.
 - MBC **Children must be supervised by an appropriate number of adults at all times, both inside the church and on the church grounds.**
 - MBC Conifer Community Church cannot provide storage for groups using the church.
 - MBC Outside groups using the church will need to provide the church with a copy of their insurance.
 - MBC Moving or removal of CCC furnishings is permissible only with church staff permission.

- ▶ Exceptions to the above will only be made by a representative of the CCC Board of Elders
- ▶ We reserve the right to terminate these meetings if the above conditions are not met and complied with.
- ▶ We will make every effort to protect your event, however CCC reserves the right to cancel or postpone any scheduled activity due to last minute, unexpected church functions being called.

I, the undersigned have read, understand, and agree to follow the above procedures.



(Responsible party's signature)



(Date)