

**BRIDGEWATER CHURCH OF THE BRETHREN**

420 College View Drive, Bridgewater, VA 22812  
540-828-3711 \* churchoffice@bwcob.org

**FACILITY USE APPLICATION for NON-MEMBERS / COMMUNITY EVENTS**

*Please complete and return this form to the Administrative Assistant in the church office.*

**Date of Application** \_\_\_\_\_

**Person requesting to use the facility** \_\_\_\_\_

**Email** \_\_\_\_\_

**Contact Phone** (home or cell) \_\_\_\_\_

**Summary of Event to be held** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Time of Event** \_\_\_\_\_

**Time Needing Space** \_\_\_\_\_

**Fees: See back of this sheet**

**Agreement**

I have read the attached regulations from the Building Use Guide regarding use of the building and will abide by them and any other specific requests made for using the facilities.

I specifically note the following conditions for use:

- Children must be supervised by an adult at all times. Injuries to children and damages to property are of great concern.
- Children playing outdoors should use the playground area with adult supervision at all times. Priority of the playground equipment will be given to the following: Child Care Center, Pre-School & Montessori School. The church gardens, parking lot, and other landscaping are not for playground purposes.  
I will make my guests aware of these requirements.
- The sanctuary is not intended to be used as play space. In particular, equipment such as sound booth, organ, and piano are to be handled only by authorized persons.

I understand that it is my responsibility to ensure proper clean-up following use of the church facility [i.e. room(s) are straightened and cleaned to the condition in which they were found, including tables & chairs, etc. in social hall]. I also understand and agree that any equipment used will be left in the condition it was received; if damaged, I will be responsible for replacing or repairing them. I will report all damage to the church office. Should proper clean-up not happen for any reason, additional fees may be charged.

I understand that I am responsible for the care and safety of participants at the event, and in consideration of being permitted to use the church facilities, forever release the church and agree to defend, indemnify, and hold the church harmless from any claims or damages for any medical expenses and other damages, to the fullest extent permitted by law.

Signed \_\_\_\_\_

## **Fees:**

Fees for rooms are as follows:

- Sanctuary - \$200 / day
- Social Hall - \$100 / day
- Kitchen - \$100 / day
- Classrooms - \$50 / day

Possible personnel fees may include:

- Custodial - \$75 / day
- Kitchen Representative - \$100 / day
- Sound Technician - \$20/hour

**All fees are due in full one month prior to event.**

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**FACILITY USE CONFIRMATION & INVOICE**

Person requesting to use the facility \_\_\_\_\_

Summary of Event to be held \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Time Needing Space \_\_\_\_\_

**Fees charged:**

Sanctuary (\$200) / day \_\_\_\_\_

Social Hall (\$100) / day \_\_\_\_\_

Kitchen (\$100) / day \_\_\_\_\_

Classrooms (\$50) / day \_\_\_\_\_ [room(s) \_\_\_\_\_]

**Possible fees charged:**

Custodial (\$75) / day \_\_\_\_\_

Kitchen Rep. (\$100) / day \_\_\_\_\_

Sound Technician (\$20/hour) \_\_\_\_\_

Total fees due: \_\_\_\_\_ by \_\_\_\_\_  
Amount Date

Additional Information:

Application approved by \_\_\_\_\_ Date \_\_\_\_\_