

Facilities Use Request Form

Otter Creek Church of Christ ♦ 409 Franklin Road ♦ Brentwood, TN 37027
Phone: 615-373-1782 ♦ Fax: 615-373-9003

Event: _____ Event Date _____ Start & End Time: _____

Contact: _____ Email: _____

Home phone: _____ Cell phone: _____ Work Phone: _____

Group or Ministry: _____ Number expected to attend: _____

Church events have priority; therefore non-church events will not be confirmed until 2 months prior to the date of the event and only after this signed agreement and any fees and deposits are received by the Communications Coordinator.

Non-member events must provide a certificate of insurance.

Time and duration needed (allow time for set up and clean up): _____

Rooms to be used (or type of space needed): _____

Equipment needed (set-up may not be provided): _____

Is a sound technician required? _____ *Additional fees will apply to non-OC events. Call for more information.*

Will food or drink be served? If yes, describe: _____

Is this a fundraiser? _____ If so, benefiting what organization? _____

Will children be present? _____ *If yes, the church's Child Protection Policy must be signed. Please request a copy.*

If a church shower, have you read the letter regarding OC church-wide showers? _____ If not, *please request a copy.*

STEWARDSHIP AGREEMENT:

I have read, understand and agree to the Facilities Use Policy and agree to leave all equipment and facilities in as good or better condition than found. I understand that approval of this request carries with it certain privileges and responsibilities. I understand that failure to do so may result in forfeit of all or part of my deposit.

Before leaving, I will:

- Remove all belongings and take trash to the dumpster behind Creekside.
- Leave space clean (as needed: wipe off tables, vacuum, sweep, mop, wipe restroom vanities, remove trash, etc.).
- If kitchen is used, follow instructions detailed in the Facilities Use Policy and the Kitchen Checklist.
- Return furnishings to original use or
- Set up for next use as follows: _____.
- Turn off lights and lock doors (if instructed).

I agree to the above and have also received a copy of the following which pertain to this event and agree to abide by the requirements outlined in each:

Kitchen Checklist Child Protection Wedding Catering Nursery Playground Gift Shower Letter

signature of responsible party

date

For Office Use:

Approved by: _____ Date approved _____

Church Event Member Event Non- Member event

Usage Fee: _____ Refundable Deposit: _____ Technician Fee: _____ Cleaning Fee: _____

Total Amt. Paid _____ Date paid _____ Certificate of Insurance rec'd _____