



LAKE CHELAN BIBLE CHURCH

Facility Use Application

Disclaimer:

Lake Chelan Bible Church (LCBC) allows for a variety of peoples and groups to use LCBC owned facilities and grounds, depending on the purpose for the event and the availability of facilities.

All requests for facility use must be approved by LCBC's Lead Pastor, Board of Directors, or a designated staff person assigned by the Lead Pastor or Board of Directors.

Priority for facility use is given to LCBC events and purposes, then use for church members or church affiliated organizations, and then outside people or groups.

LCBC reserves the right to approve or deny any event or facility usage for any reason and at any time. LCBC also reserves the right to change any details of this agreement based on a case-to-case basis upon approval from the Lead Pastor and/or the Board of Directors.

Primary Contact Information:

Today's Date: ____ / ____ / _____

Name of Person Submitting Application: _____

Name of Organization if Applicable: _____

Please state whether you are a: [] Church Member [] Church-sponsored ministry
[] Non Member [] Non-member Group or Organization

Phone Number: (____) ____ - _____

Email Address: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

If facility use is requested by an organization not affiliated with LCBC, please briefly state the organization's purpose and mission:

Event Information:

Event Name: _____

Event Purpose:

Event Date(s): _____

Event Starting Time: _____ Event Ending Time: _____

Time for Setup: _____ Time for Teardown: _____

Estimated number of people attending event: _____

Facilities Needed and Fees:

Facility Type: (check if requested)	Church Members or Church Affiliated Organizations:	Outside Groups or Organizations:
Sanctuary: []	\$50	\$75
Basement: []	\$50	\$75

LCBC requires that only approved persons use any sound or media equipment. Will you need a required and approved person to operate equipment?

Circle one: YES NO

Facility Use Guidelines:

By signing and submitting this application, I hereby understand and agree to the following guidelines for facility use:

1. LCBC does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. The person or organization using the facilities will be responsible for any damages or cost that may be as a result of this event.
3. All alcohol use, smoking (cigarettes, cigars, vaping, etc.), and illegal drug use is prohibited within LCBC facilities and anywhere on church grounds.
4. Groups are restricted to only the areas that have been requested and approved for facility use.
5. Food and beverages should be restricted to only the kitchen and lobby areas.
6. All furniture and equipment should not be moved or altered unless previously approved.
7. Use of nails, tacks, stickpins, and tape are not permitted on any church walls, floors, or fixtures.
8. Under no circumstances will any fireworks be allowed on church grounds.
9. Any physical, verbal, emotional, or spiritual abuse is prohibited on church grounds.
10. All non-church-sponsored groups or organizations must obtain liability insurance coverage that meets the amount required by LCBC. These groups must also sign an Indemnification/ Hold Harmless Agreement.
11. All facilities used during an approved event must be cleaned and returned to the same, or greater, condition that they were in before the event set-up took place. This may require cleaning and trash removal after an event.

Signature: _____

Printed Name: _____

Date: ____ / ____ / _____