

FACILITY USE REQUEST FORM

BELTON NAZARENE CHURCH

Today's Date _____ Dates/Times Facilities Needed _____

Name of Organization _____

Organization Contact Person _____

Phone Number _____ Cell Number _____

Email _____

Type of Event _____ Western Field _____

Rooms Needed: Auditorium Fellowship Hall Kitchen Classrooms _____

Date & Time building to be opened _____ and closed _____

Number of people expected at event _____

Will you need to decorate the building in advance? Yes No

If yes, date & time to decorate _____

Church Supplies Needed

Round tables _____ Rectangle tables _____ Chairs _____

Sound/Projection Other _____

You will need to bring your own supplies (plates, cups, silverware, etc.) unless the event is church sponsored. Please initial _____

Janitorial services needed (setup, tear down, cleaning) _____

If janitorial services are not required, please make sure the area used is clean and put back as good as or better than you found it.

Fees (if any)

Organization/Event signature _____ Date _____

Request taken by phone Yes No Name of person taking call _____

Approved by _____ Date _____

Copy Pastor, Church Office, A/V as needed



Belton Church of the Nazarene

1701 Sparta Road
Belton, Texas 76513

FEES

CHURCH SPONSORED EVENTS:

Church sponsored events include regular approved church related worship community activities such as Sunday School, Worship, Fellowship Meals, Age Group Activities (Children, Teens, Seniors)
Regular church sponsored activities may use the facility without charge.

CHURCH MEMBERS/REGULAR ATTENDEES:

In most instances, church members and regular attendees may use the facility for functions not a part of the regular recurring church sponsored events without charge as long as the facility is not otherwise scheduled. These functions include weddings, family gatherings (ie. after the dedication of an infant), birthday parties, etc... The member or attendee may use the kitchen. They must supply all their own paper goods, cups, napkins and other disposable items.

A **donation of 20.00** is requested to be given to the church office as a gratuity for the individual responsible for unlocking and locking the building after use.

OTHER NOT FOR PROFIT INDIVIDUALS AND GROUPS:

Deposit (cleaning and damage refundable based on condition)	80.00
Attendance of less than 50 and 2 hours or less	60.00
Attendance of less than 50 and 2-4 hours	80.00
Attendance of less than 50 per full day	100.00
Attendance 50 and over and 2 hours or less	80.00
Attendance 50 and over and 2-4 hours	120.00
Attendance 50 and over per full day	150.00

FOR PROFIT INDIVIDUALS AND GROUPS:

These groups and individuals may use the facility if approved by the church board.

Deposit (cleaning and damage refundable based on condition)	80.00
Attendance of less than 50 and 2 hours or less	100.00
Attendance of less than 50 and 2-4 hours	150.00
Attendance of less than 50 per full day	200.00
Attendance 50 and over and 2 hours or less	150.00
Attendance 50 and over and 2-4 hours	200.00
Attendance 50 and over per full day	300.00

SOUND EQUIPMENT AND PROJECTION:

Requires church operator	30.00 per hour
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