

GENERAL REQUEST TO USE FACILITIES OF THREE CROSSES CHURCH BENTON, KENTUCKY

NAME OF GROUP _____

PURPOSE OF GROUP _____

Must be approved by the Building Use Committee

SIZE OF GROUP _____

REQUESTED TIME AND DATE OF USE _____

CHECK ALL THAT APPLY

- SANCTUARY (**\$100.00 per day**)
- GANT FELLOWSHIP HALL (**\$50.00 per day**)
- MREC (**\$50.00 per day**)
- CLASS/CONFERENCE ROOM (**\$10.00 per day**) (specify) _____
- OUTDOOR FACILITY (**\$10.00 per day**) (specify) _____
- CUSTODIAL CLEANING: SANCTUARY & ADMIN (**\$100.00**)
- CUSTODIAL CLEANING: FELLOWSHIP HALL (**\$150.00**)
- SOUND SYSTEM OPERATOR (**\$50.00**)
- TABLES AND CHAIRS: SET UP AND TAKE DOWN (**\$100.00**)
- CHURCH ORGANIST (**\$150.00**)
- BUS (TBD by committee per use)
- PAPER PRODUCTS (TBD by committee per use)
- OTHER _____

Request of fees to be adjusted due to: _____

Waiver if fees approval: Chairman – Board of Trustees _____

(Payment is expected with submission of this request)

1st CONTACT RESPONSIBLE PARTY

NAME: _____

ADDRESS _____

PHONE: _____ E-MAIL _____

2ND CONTACT RESPONSIBLE PARTY

NAME: _____

ADDRESS _____

PHONE: _____ E-MAIL _____

I/We have received and reviewed a copy of the Guidelines and Policies for Facilities Use and agree to follow and adhere to these guidelines and polices while using the facilities of the Three Crosses Church.

I/We understand that Three Crosses Church does not assume liability or responsibility for any participant using the facilities and does not make any express or implied warranty of the premises, equipment, fixtures or furniture.

1st Contact Signature: _____ Date: _____

2nd Contact Signature: _____ Date: _____