

# Church Facility Reservation Request and Agreement

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Name of person or organization requesting use of facilities: \_\_\_\_\_

**Please state whether you are a:**

- Church Member
- Church-Sponsored Ministry
- Non-Member
- Non-Member Group/Organization

**Contact Information:**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Please list the organization's website, if any: \_\_\_\_\_

Please list the names of the organization's office-holders and leaders: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities: \_\_\_\_\_

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What date(s) and time(s) are you requesting to use the facilities: \_\_\_\_\_

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If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

_____	_____
_____	_____
_____	_____
_____	_____

Please list the name, contact information, and religious affiliation of the person officiating the wedding: \_\_\_\_\_

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Please describe the marriage preparation counseling or training undertaken by the bride and groom: \_\_\_\_\_

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**I affirm that:**

1. I understand that the church 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. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$200, a certificate of insurance for at least \$500 of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the elders' approval, which is conditioned in part on my agreement to the requirements in the "Montwood Church of Christ Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. I hereby indemnify Montwood Church of Christ for any and all claims by any party arising out of the use of the facilities including all claims which may be caused solely by the acts, omissions or negligence of the Montwood Church of Christ.
8. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date