

Ox Hill Baptist Church Facility Use Application

► CONTACT INFORMATION

Contact Name _____ Application Date _____

Primary Phone _____ Mobile Phone _____

Address _____

City/State/Zip _____

Email Address _____

► EVENT INFORMATION

Please include set-up and clean-up times in your request. Doors will be unlocked one-half hour in advance of the event start time and will be locked one-half hour after the event end time. To schedule exceptions to this policy, please include the information below. Please be aware of the church calendar (<https://www.mychurchevents.com/calendar/938482>) and coordinate with other groups as necessary.

Date Requested _____ Alternate Date _____

Set Up (Time In) _____ Clean Up (Time Out) _____ Event Start _____ Event End _____

Time Doors Unlock: _____ Time Doors Lock: _____

For recurring events/meetings: Start Date _____ End Date _____

*(Continuing use by outside organizations or groups needs to be re-verified **each year**)*

Event Description _____

Name of Group or Organization _____

Purpose of Use _____ Max # of people _____

Comments/Additional Information _____

► USAGE INFORMATION *(please check rooms or areas requested)(Our floor plan is on the reverse of this form)*

- | | |
|---|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Preschool Wing <i>(please circle rooms requested)</i> |
| <input type="checkbox"/> Parlor | (111 113 114 115 116 117 118) |
| <input type="checkbox"/> Education Wing <i>(please circle rooms requested)</i> | <input type="checkbox"/> Kitchen |
| (204 205 206 207 208 209 210) | <input type="checkbox"/> Parking Lot/Grounds |
| <input type="checkbox"/> Fellowship Hall <i>(please circle rooms requested)</i> | <input type="checkbox"/> Television (Upstairs or Downstairs) <i>(circle one)</i> |
| (100 102 104 106 108) | <input type="checkbox"/> Conference Room (112) |

PLEASE NOTE: Our Fellowship Hall is not available to non-members on Saturdays.

► AGREEMENT/SIGNATURE

I understand and accept my role as the "person in charge" for this event and will adhere to the guidelines for the use of Ox Hill Baptist Church. I will be responsible for and report any damage that may be incurred to the building and/or the equipment used. I will clean up any space used to the best of my ability, leaving the space just as I found it. I release Ox Hill Baptist Church, Chantilly, VA, from liability for loss or damage to persons and properties in or on the church property for the duration of the scheduled event, as well as for the duration of all set-up and clean-up for the event.

By my signature, I and my group agree to safeguard the security of the building, and to honor the facility as a place of worship.

Signature _____ Date _____

► ***Please sign and return to the church office or email to anne@oxhillbaptist.org.***

OFFICE USE ONLY

Date/ Approved by _____	Check # _____
Temporary Code Assigned _____	Expires _____
Fee/Deposit Paid (Date) _____	Notes _____

