

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 contact the church office at 703-378-5555.

Date Requested _____ Alternate Date _____

Time In _____ Time Out _____ Event Start _____ Event End _____

For recurring 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 _____

► USAGE INFORMATION *(please check rooms or areas requested)*

Sanctuary

Parlor

Education Wing *(please circle rooms requested)*
(204 205 206 207 208 209 210)

Fellowship Hall *(please circle rooms requested)*
(100 102 104 106 108)

Preschool Wing *(please circle rooms requested)*
(111 112 113 114 115 116 117 118)

Kitchen

Parking Lot/Grounds

► AGREEMENT/SIGNATURE

I understand and accept my role as "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. 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 _____ Approved by _____

Temporary Code Assigned _____ Expires _____

Fee/Deposit Paid (Date) _____ Check # _____

Entered on Calendar _____ Date _____