

Name of Event: _____

Start ___/___/____ **Time** ___:___ **End** ___/___/____ **Time** ___:___

Repeats: Does not repeat Every Day **Setup Start** ___/___/____ **Time** ___:___
 Weekly on: S M T W R F S (circle one) **Clean End** ___/___/____ **Time** ___:___
 every: 1 2 3 4 5 6 7 8 9 10 11 12 weeks (circle one)
 Monthly on date on day of week on: S M T W R F S (circle one)
 (The **start date** will be used to set frequency based on selection)
 Ending on ___/___/____

Building Use

No Building needs Gathering Place 106 112 115
 Sanctuary Gym 103 107 113 L101
 Kitchen 101 104 108/110(Nursery) L103
 102 105 111 114 L104
 Entire Building
 Audio/Visual Media
 Off-site Event Address: _____

Description of Event: _____

Brochure/Video Announcement: _____

Purpose: Fundraiser Learning Fellowship Wedding
 Other: _____

*If event is a wedding please see office for additional information.

Submitted by: _____ Phone: (____) - ____ - ____
 Email: _____

Secondary Contact: _____ Phone: (____) - ____ - ____
 Email: _____

Date Submitted: ___/___/____

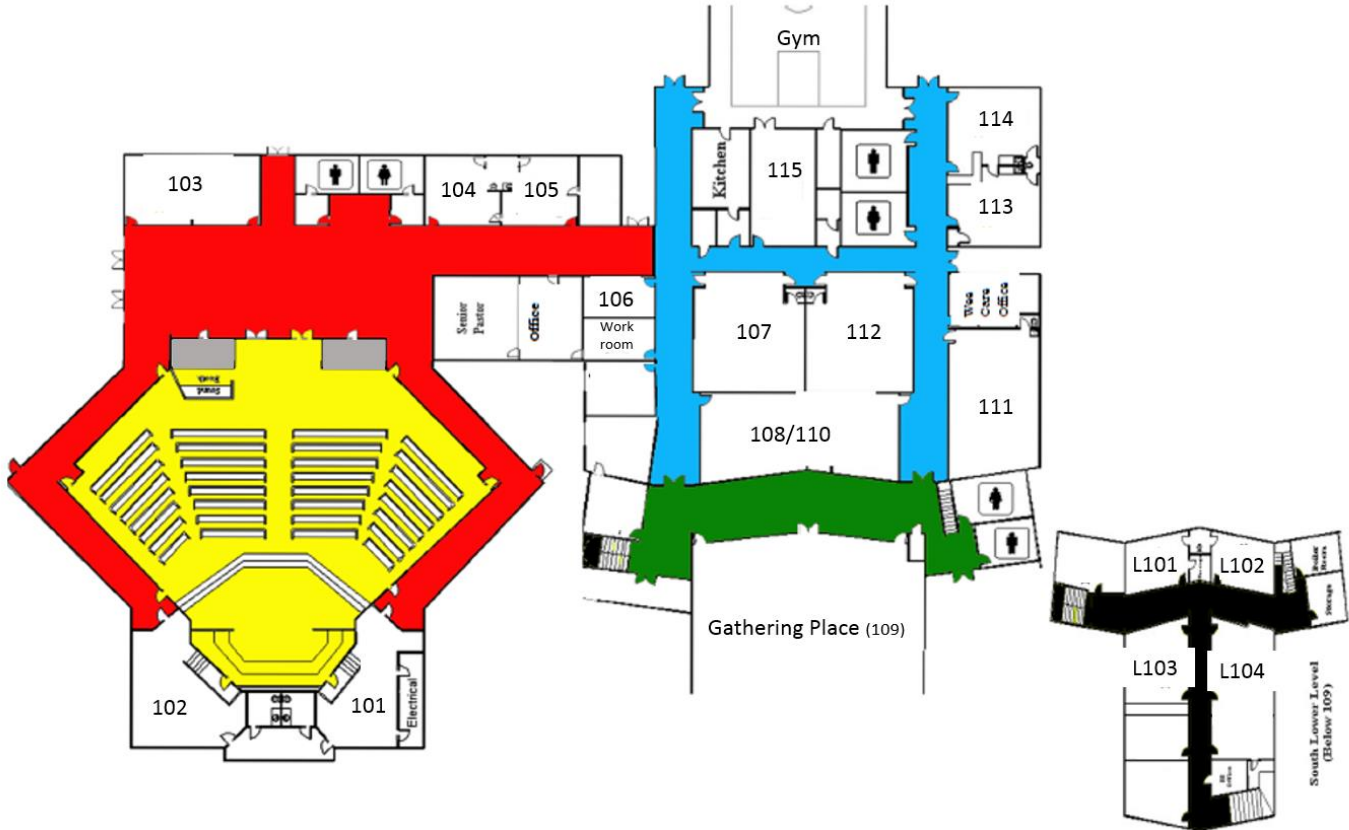
Office Use Only

Accepted Declined

Date Event added to calendar ___/___/____ Approved by: _____

Date Submitter was contacted ___/___/____ Signature: _____

Submission deadline Policy: All submissions are due **2 weeks prior to initial bulletin/slide announcement publication**, and at least **4 weeks prior to date of event**. Please allow for additional time if significant portions of the building are needed.



Building Usage Guidelines:

All building usage outside of church office hours require a church participant present and involved for the duration of the event for liability/property insurance purposes. Cross Community Church of the Nazarene has the right to cancel or postpone any event for priority use of the building.

As a reminder, all guests are expected to observe the following guidelines during their visit:

- No tobacco, cannabis, alcohol, or e-cigarettes/vapes are allowed on the grounds, inside or outside.
- No pets permitted inside the building.
- Please do not remove any equipment or tables/chairs from the building.
- Please park in designated areas and keep Fire Lanes open at all times in case of emergencies.

We agree to abide by the guidelines described. The signer accepts the responsibility of communicating these guidelines to all persons in the group and will enforce these guidelines while using the church.

I, the undersigned, agree to be held individually responsible for the building usage at Cross Community Church of the Nazarene for the event described above. I understand that Cross Community Church of the Nazarene will not be responsible for any accident or injury to any person(s) while using the building during the event.

Signed: _____ Date: _____

Printed Name: _____

Cross Community Church of the Nazarene is committed to helping people, find and follow Jesus, by seeking and serving others.
YOU BELONG HERE!