

Gymnasium Use Form



Campbell River Baptist Church

260 S Dogwood St. | Tel: 250-287-8831 | office@crbaptist.bc.ca | www.crbaptist.bc.ca

Please submit this application a minimum of **two weeks** before the event.

Event Details

Event:		Date:	
Set-up Time:	AM / PM	Completion Time:	AM / PM
Extra Room(s) Requested:			
Organization/Ministry/Family:		# of People Expected:	
Contact Person:			
Phone (cell preferred):		Email:	

If this is a recurring event, please complete the following:

Start Date:	End Date:
Events occur (circle one): Weekly Monthly Other:	
Will there be any breaks during the year? (Christmas, etc.) Please include dates.	

Equipment

# of Chairs:	# of Tables:	Other Needs:
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Please Note:

1. Any event, other than ministry events for the various ministries of the church, will be charged to cover CRBC's basic expenses as itemized below.
2. For any Group over 60 people CRBC is required, as per the fire code, to have at least one supervisory staff member on site. The cost of this will be paid by the event/group (see below).
3. The contact person listed above will be contacted by the church staff of availability, confirmation, and arrangements for opening, locking, and setting the alarm of the building after departure.
4. Each event/group will be responsible for their own set-up and take-down of the chairs, tables, etc.
5. Cancellation Agreement: CRBC reserves the right to cancel at any time, for any reason. CRBC is not responsible for costs incurred. Any money paid to CRBC will be refunded in full.
6. Cancellation or time changes to booking must be reported immediately to Irwin Harder at 250-287-8831 or irwin@crbaptist.bc.ca.

Fees:

Basic Gym Fee: \$100

Custodian: \$25 / hr

Staff Supervisor (see #3): \$25 / hr

Staff Member Open and Close: \$25

I have read and understood this agreement.

Applicant Signature: _____

Date: _____