



**BURRY'S CHURCH**  
*A Grace Driven Family of God*

# Building Usage Request Form

Today's Date \_\_\_\_\_

## Contact Information

Name: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

## Event Information

Date of Event: \_\_\_\_\_

Event Host: \_\_\_\_\_

(i.e. Sunday School, ETC, Committee, Faith Circle, etc.)

Purpose of Event:

\_\_\_\_\_ Ministry Use

\_\_\_\_\_ Personal Use (subject to council approval)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time of Event:

Start: \_\_\_\_\_ End: \_\_\_\_\_

**NOTE: We request that the facility be neatly returned to its original state after the event.**

( Rule #3 on back)

## Facility Requested

Sanctuary

Educational Building

Kitchen

Sunday School Hall/Large Room Downstairs

Picnic Shelter

Volleyball Court

Softball Field

Playground

Camp Site

I have read the rules and agree to be responsible for using the church facilities according to the terms listed on the back of this agreement.

\_\_\_\_\_  
(Requester's Signature)

Date Available \_\_\_\_\_  
(Secretary Signature)

Request Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Elders Signature)

\*Our congregation is thrilled to be able to share the facility that God has given us with you and we will do everything in our power to assure that you can have a successful event here at Burry's. Yet, there are times when events beyond our control may require your flexibility and sensitivity, particularly if we need to schedule a funeral for a member of the church family.

**Burry's Church**  
**Rules for Reserving/Using the Educational Building**

1. Approval for use of the Educational Building for non-church functions is given by the Church Council.
2. There will be a \$75 fee for use by non-church members; \$25 of the \$75 will be given to the Sexton. There is no charge for church members.
3. Users of the Educational Building are asked to leave the building in the condition it was found, including the kitchen and restrooms.
4. The Educational Building may not be reserved during another church function.
5. No alcoholic beverages or smoking is permitted.
6. Only contemporary or traditional religious music is to be played.
7. No dancing.
8. Users are responsible for hauling away their own garbage.
9. Users are asked to confine their activities to the Educational Building only and not be in the other areas of the church.
10. Non-Church members renting the Educational Building will need the sponsorship of a church member who will be responsible for seeing that the above rules are followed.

**Rules for Reserving/Using the Picnic Shelter**

1. Church members are entitled to use the shelter free of charge. Non-members will be charged \$75.00 and must be sponsored by a church member, who will be responsible to see that all picnic shelter rules are followed.
2. The shelter may only be reserved up to 60 days in advance on a first requested basis. A Building Usage Request Form must be completed. The reservations must be approved by the Elders and will be monitored by the Church Secretary.
3. The shelter may not be reserved if the activity conflicts with church functions.
4. Shelter users must clean up after themselves and take any garbage with them when they leave. Picnic tables are to be left where found.
5. You are not permitted to use staples of any kind on the picnic tables. If you need to borrow table cloth clips the church can provide clips upon request.
6. No alcoholic beverages or smoking are permitted in the shelter.
7. No dancing or loud music is permitted in the shelter. Music played must be approved by the pastor and elders.
8. Shelter users are permitted to use the softball field, volleyball court and playground if those facilities are not in use for a church sponsored function.
9. The cemetery should not be used for any games or athletic competition.
10. Shelter users are entitled to reasonable use of water and electric as supplied to the shelter.
11. Bathroom facilities in the church will not normally be available to shelter users. During summer months, a port-a-john is located near the shelter and can be used by those reserving the shelter.
12. The propane grill is not to be used without permission. Permission must also be granted for any open fires — and any such fires must be extinguished before the last person leaves the shelter.
13. Any incidents relating to the use of the picnic shelter should be reported to the sponsoring church member or the church office.