**Indian Creek Baptist Church**

**311 Baptist Church Road, Mill Run, PA 15464**

**724-455-7344 (church office)**

Application Request for Use of Building

Name of Person requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

I am a member / non-member / not sure (circle one) of Indian Creek Baptist Church.

*It is our policy to not rent areas other than the sanctuary and gazebo to non-members.*

I would like to reserve the following areas of the church and grounds:

\_\_\_\_\_ Sanctuary \_\_\_\_\_ Gazebo \_\_\_\_\_ Church basement \_\_\_\_\_ Gym

The member donated cost of $100.00 per area rented is requested. Non-members renting the sanctuary or gazebo are asked to donate $400.00 for each area. Please make a check payable to “Indian Creek Baptist Church” and submit it with this signed application. Returned check fees will apply.

When would you like to make a reservation for? (As a courtesy, please vacate premises by 10:30 PM.)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Beginning time: \_\_\_\_\_\_\_\_\_ Ending time: \_\_\_\_\_\_\_\_\_

Application is subject to 2 weeks’ notice in advance of event.

Please describe the nature of your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you familiar with where lights, tables, chairs, etc. are located?

Will you need someone to welcome you and show you around?

Will you need use of sound or A/V equipment (sanctuary only - possible additional charge)?

For insurance purposes, please provide:

Name on Homeowner’s policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance company name and policy number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any questions or concerns you may have at this time.

**Guidelines and Responsibilities for using ICBC Facilities**

Attempting to be wise stewards of the church building and ground God has entrusted to us, we ask that you consider this a place of worship while you are here and respect both the building and our faith community.

Please be aware that reservations are made on a first-come, first-served basis, based upon the receipt of completed application with donation. All activities related to ICBC sponsored groups (Sunday School, Youth Group, VBS, Kings Kids Club, God’s Tots, etc.) are given priority if there are conflicts with dates and times.

All reservations are subject to approval by the ICBC Directors.

Completed applications can be submitted by mail or delivered to the Custodian or Senior Pastor at Indian Creek Baptist Church, 311 Baptist Church Road, Mill Run, PA 15464.

Responsibilities of those using ICBC:

1. There must be adult supervision in all locations being used when occupied.
2. Trash cans will be provided for your use by the church, when appropriate. Please pick up, bag, and remove all trash to the dumpster.
3. Please return all chairs, tables, and equipment to its proper storage area.
4. If using the kitchen, please make sure all appliances are turned off after use, dishes are washed, and counters are clean.
5. If using the Gym, please follow the Directors’ approved guidelines. Renting member should be present during event.
6. Please be careful about any application of tape or other adhesives to surfaces.
7. Please obtain approval before using any staples, push pins, or other items which make holes in surfaces.
8. Consider the impact of perfumes and scents within the building.
9. Smoking, vaping, and alcoholic beverages are prohibited on or near church property.
10. No bands, DJ’s, or dancing allowed.
11. Please do not use confetti or glitter when decorating inside the building.

I have read and agree to follow these guidelines and responsibilities.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_