

INDIAN CREEK BAPTIST CHURCH
311 Baptist Church Rd. Mill Run, PA 15464
724-455-7344 (Church office)

Reservation Form

Name: _____

Address: _____

Phone number: (_____) _____

I am a member of: (Please circle one) Sunday school-Church- Both-Neither

I would like to reserve:

Sanctuary Gazebo Church basement Gymnasium

Costs to rent each facility:

Member: Sanctuary/Gazebo/Basement (\$50) Gymnasium (\$100)

Non-member: Sanctuary/Gazebo (\$400)

Our policy is to not rent our other facilities to non-members

Date of event: _____ Time needed in: _____ Time will be done: _____

As a courtesy no later than 10:30 p.m.

Nature of event: _____

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

For gymnasium rentals a donation and security deposit of \$100 is required and payable at the time of reservation. If all the conditions and responsibilities on the following page are met, the security deposit amount of \$25.00 will be returned following the event

Signature: _____ Date: _____

For insurance purposes, please provide:

Homeowner's policy name: _____ Policy #: _____

*Please turn this application in to Pastor Chris McLaughlin: 311 Baptist Church Rd. Mill Run,
PA 15464*

Conditions and Responsibilities for Using the Church Facilities

At the present time, only Indian Creek Baptist Church or Sunday School members are able to reserve the church basement or gymnasium facilities. A donation and security deposit is due at the time of reservation. The space will not be reserved for any social event until the donation is received. The amount of the donation will be as follows:

Amount Due upon Reservation	Security Deposit	= Net Fee
\$100	\$25	\$75

If other area churches or organizations wish to reserve the gym, the rental fee will be \$100 per night (to cover janitorial and maintenance costs).

Checks should be made payable to: ICBC Activity Committee. Please send signed reservation form and donation to:

Indian Creek Baptist Church
311 Baptist Church Rd.
Mill Run, PA 15464

Please be aware that reservations are made on a first-come, first-serve basis (Based upon the receipt of donation). All activities related to church groups (i.e. Sunday School classes, Jr. and Sr. BYF, VBS, Kings Kids Club, etc.) are given priority if there are conflicts with dates and times.

All reservations are subject to approval by the ICBC Activity Committee

Specific Responsibilities for Reserving Church Facilities:

There must be adult supervision for any outside activity held in church facilities

Church basement/kitchen & Gymnasiums/Kitchen

1. Please return all chairs, tables, and equipment to its proper storage area.
2. If using the kitchen, please make sure all applications are turned off, dishes are washed, and counters are clean
3. Please pick up, bag, and remove all trash
4. No smoking or alcoholic beverages on church property (inside or out)
5. Please do not place staples, push pins, or tape on blue gymnasium wall mats
6. No bands, DJs, or dancing
7. Please do not use confetti on tables or floors (Confetti is very hard to remove from the seams of the floor tile)