



Facility Ongoing Use Form

260 S Dogwood St 250 287 8831
Campbell River BC V9W 6Y7

OFFICE USE ONLY
ON CALENDAR _____
CONFIRMED? _____

Event _____

Frequency: Daily/monthly/weekly etc _____ Time:(Set-up/take-down) _____ AM PM
Day: S/M/T/W/Th/F/S (please circle)

Actual Time Frame of Event: _____

Room(s) Requested: _____

Function Start Date: _____ Function End Date: _____

Contact Person: _____ Phone: (cell preferred) _____

Email: _____ Dates regular scheduled events will be canceled (eg holidays) _____

Equipment # of Chairs _____ # of Tables _____ Podium ___ Projector ___ Screen _____ Sound System _____ Other: _____

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 and decorations.
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 irwin@crbaptist.bc.ca

Fees: (per event)

CRBC Staff Member Open and Close: \$25 Custodian \$25/hr Staff “ Supervisor” (see #2) \$25/ hr Sound tech \$75 (per time) Computer visuals tech \$50 (per time)

I have read and understood this agreement

Signed: _____

Date _____