



## Covid season Facility Use Form

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

OFFICE USE ONLY  
ON CALENDAR \_\_\_\_

<b>Event:</b> _____	<b>Date:</b> _____
<b>Time:</b> _____	
Room (Depending on the size of your group we will designate which room to use)	
Number of People expected(45 max) _____	
<b>Contact Person:</b> _____	<b>Phone:</b> (cell preferred) _____
Email: _____	

**Equipment** # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_ 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 30 people, CRBC is required 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](mailto:irwin@crbaptist.bc.ca)

### Special Covid notes: ( Subject to Govt regulation changes)

No food or drink to be served, Physical distancing required (2 meters between household groups)  
CRBC staff will designate washrooms to be used. You are limited to only the areas of the building assigned to you. A Sanitizer spray bottle will be provided. Our expectation is for you to spray down all high touch areas as you leave.

You must take note of who is at each gathering. A list of names and phone numbers to be left in the room for CRBC staff to pick up after every gathering.

### Fees:

Staff Member Open and Close: \$25 Custodian \$25/hr( 2 hour min) Staff “ Supervisor” (see #3) \$25/ hr

\*\*\*I have read and understood this agreement

Signed: \_\_\_\_\_

Date \_\_\_\_\_