

# Facility Use Application & Agreement

## CENTRAL BAPTIST CHURCH, OAK RIDGE, NC

P.O. Box 533, 1715 Hwy. 68 No.  
Oak Ridge, NC 27310

(336) 643-7684

[oakridgecbc.org](http://oakridgecbc.org)

Terry Martinez, Buildings Use Coordinator (336) 298-4195

[reservations@oakridgecbc.org](mailto:reservations@oakridgecbc.org)

**Date of Application:** \_\_\_/\_\_\_/\_\_\_ **Approved by:** \_\_\_\_\_ **Date Approved:** \_\_\_/\_\_\_/\_\_\_

CBC Ministry Group     CBC Sponsored Event     Member     Member-Sponsored     Non-Member

**Applicant/Responsible Person (on site during event):** \_\_\_\_\_

**Member Sponsor, if applicable:** \_\_\_\_\_

**Contact Information for Responsible Person** (24/7 contact information is required):

Cell #/Other: \_\_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_

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

**Back-up** (24/7 contact information is required):

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

**Description:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Facilities Requested:** \_\_\_\_\_

**Furnishings/Equipment Requested:** \_\_\_\_\_

**Strike (set-up/tear-down/post-event cleaning):**

Date: \_\_\_\_\_ Time needed pre-event: \_\_\_\_\_ Time needed post-event: \_\_\_\_\_

**Other Services Requested:** \_\_\_\_\_

**Striking for Event:** Set-up and tear-down of furnishings/equipment for all ministry events will be handled by the applicant/ministry team, unless other arrangements are approved. The same applies to all private member events, unless the applicant opts to use our custodial services (see fee schedule). Access will be provided to the furnishings/equipment requested. All furnishings/equipment used should be put back where found in good condition.

**Condition of Facilities:** It is our desire to have the premises in good condition immediately prior to all scheduled events, however, the facilities are made available on an "as is" basis except when the custodial cleaning fee is paid. In this case, a pre-event cleaning and post-event cleaning will be performed by the custodian.

**Post-Event Cleaning:** It is the responsibility of the ministry leader and/or "responsible person" to ensure that the facilities (including public areas, i.e. restrooms, hallways, and entries) used during the event are left in good condition - cleaned,

