



Victory Church & Christian Academy



Facilities/Equipment Use Application

Event Name: _____ Today's Date: _____

Organization (Group): _____ Contact: _____

Daytime Phone: _____ Address: _____

Evening Phone: _____

Cell Phone: _____

Fax: _____ Email: _____

One Time Use Requested Date: _____ Time of Use: _____ to _____

Long Term Use If long term, day (or evening): _____

Breaks will you be taking during the year (if any): _____

Approximate number of people expected: _____

Set-up: Day _____ Date: _____ Start Time: _____ End Time: _____

Clean-up: Day _____ Date: _____ Start Time: _____ End Time: _____

Description of Event: (including any and all equipment, decorations, party rentals and set-up diagram)

Room(s) Requested: EAST Campus WEST Campus

Church Hall/ASB Rm. Kitchen Classroom(s): Rm # _____

Outdoor Restroom Facilities Lunch Area Parking Lot

Equipment:

__ Audio Needed __ Projector __ TV/VCR __ Piano __ Refrigerator __ Microwave __ Overnight

__ Tables: Number: _____ Size Needed: _____

__ Chairs: Number: _____ Other: _____

Borrowing for Off Campus Use: Date Borrowed _____ Date Will Return: _____

It is understood and agreed by the person(s) or organization(s) using the facilities/Equipment of Victory Church and Christian Academy, that they shall hold "Victory" harmless from any and all claims and/or suits brought about as a result of injury and/or property damage occurring on the premises of "Victory" during the period of their use. And, agree to pay for damage to facilities/equipment borrowed or used.

Print Full Name of Authorized Agent: _____

Organizations Authorized Agent Signature: _____ Date: _____

Diagram: Submit on separate paper if needed

For Office Use Only:

Proof of Insurance Required? Yes No Date Proof Submitted: _____

Contract Needed? Yes No Date Submitted: _____

Keys Issued? Yes No Type: _____

Availability Checked: _____

Facility Use Fee: \$ _____ Description: _____

Deposit: \$ _____ Due on: _____ Paid on: _____

Balance \$ _____ Due on: _____ Paid on: _____

Approved Denied: _____

Approved by Signature: _____ Date: _____