

# Building Use Procedure for Non-Church Functions

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1. Administrative Assistant to check availability on calendar.
2. Administrative Assistant to issue application form for building use and give estimate price (or requestor to download from website).  
***\*Explain to Requestor that approval and final price for building use MUST be given by Trustees before any confirmation of the reservation is made.***
3. Requestor to go through the checklist with Administrative Assistant; Or fill and send it back to the Administrative Assistant by email/mail or place in the drop off box if office is closed.
4. Administrative Assistant to review the form.
5. Administrative Assistant to submit the form to Trustee responsible for Building Use.
6. Trustees to send the form back to the Administrative Assistant who will then contact the Requestor to inform them about the status of their application.
7. Administrative Assistant to receive FULL payment from Requestor before room use and issue an official receipt.
8. ***\*Renters will need to sign a liability clause if their application for building use is approved.***