

EVANGELICAL CHINESE BIBLE CHURCH

5110 Marine Drive, Burnaby, BC, Canada V5J 3G6

Tel: (604) 438-3222 Fax: (604) 438-6222

FACILITY USE FORM

(Mutually completed by Applicant and Administrator)

Function Date: _____ Time: _____ Set up date & Time: _____

Applicants Name:(E) _____ (C) _____ Tel: _____

(E) _____ (C) _____ Tel: _____

Address: _____ Postal Code: _____

Attend ECBC Sunday Worship Regularly (Yes) ___ (No) ___ Fellowship Attend: _____

Description of Function: _____ No. of People Expected: _____

Rehearsal Date: _____ Time: _____ Reception Time: _____

Officiating Pastor: _____

FACILITY SUGGESTED RATE

Sanctuary: \$300.00 Chapel: \$150.00 Reception Hall (Rm#107): \$ 80.00 (Gym): \$150.00 \$ _____

Support Personnel Cost (Sound Technician, Custodian): \$ 200.00

Table Cloth (May be waived if washed, stains bleached, Ironed and returned within 7 days) \$ 10.00 per cloth x _____ = \$ _____

Total: \$ _____

Note: Honoraria and gratuities are not included in the above fee and must be handled separately.

ACKNOWLEDGEMENT OF RESPONSIBILITY

Having requested permission to use space and facilities in Evangelical Chinese Bible Church, I agree to the conditions of this agreement will assume responsibility for all damages to facilities and equipment by event participants. Administrator must be consulted prior to affixing anything to posts or walls. Carpets must by protect from damage causative, dripping candles, etc.

Signature of Applicant: _____ Date: _____

Signature of Administrator: _____ Date Approved: _____

No alcohol or smoking permitted on church property