



Building Use Request

(Rev. July 2020)

Name: _____

Phone: _____

Email Address: _____

I am a member of Waxhaw Bible Church (circle one): YES NO

*If not a member, please see note below.

Date and Time of Event: _____

Type of Event (Circle one): Wedding Other (please specify) _____

Which building(s) will you be using (circle all that apply):

Main building 200 building 300 building 400 building

Are you requesting use of the audio-visual equipment? (circle one) YES NO

Note: Use of equipment requires a trained member of the WBC Tech Ministry and may incur additional fees.

Are you requesting to have any part of the stage rearranged or any equipment on stage unplugged? YES NO If yes, please describe: _____

Building Use Rates (up to 5 hrs)

Note: If > 5 hrs are requested, the cost will be prorated.

	Sanctuary Only	Sanctuary w/ Kitchen	Each Outbuilding
Member	\$50	\$75	\$20
Non-member	\$100	\$150	\$30

Total Due: _____

Payment (by check to Waxhaw Bible Church) is expected with submitted request.

By signing this request, I confirm that I have read and understand the Waxhaw Bible Church Building Use Policy and agree to abide by all aspects of the policy.

Signature: _____

Date: _____

*For Non-members, please have your sponsor read the Sponsor Checklist and sign below.

By signing as sponsor, I confirm that I have read and understand the Sponsor Checklist and will help to ensure it is completed to the best of my ability.

Sponsor's Signature: _____

Date: _____

Sponsor's Name (printed) _____

For OFFICE USE ONLY:

Date payment & request received:

Sound Person (if applicable):

Person to move sound equipment (if applicable):