



Building Use Request Form

The Christian & Missionary Alliance Church
308 Elmhurst Street Morgantown, WV 26505
304.599.4549 cma@cmachurch.net

Departmental Sign-Off	
Office	_____
Pastoral	_____
AV Team	_____

Event Date: _____ Event Time: _____ Event Name: _____

The CMA Church is available for use by ministries and regular attendees; non-attendees may be considered upon special approval. The event will be reserved on the calendar once approved by all departments.

NOTE: On Sundays and after 5:00pm on Wednesdays, facilities are available for church ministries only.

Who/what is the event for? Describe in detail.

Responsible Person/Organization: _____

Phone: (_____) _____ Cell: (_____) _____

Address: _____

Email: _____

Which room(s) are you requesting: _____

Number attending _____ Time event begins _____ Time event ends _____

FEE SCHEDULE

Please call the church office if you have any questions about fees. Payment is due at the time of approval.

	Sanctuary	Assembly Hall	Great Room	Other
Regular Church Attenders	\$50	\$100	\$50	\$50
Non-Attenders	\$150	\$200	\$50	\$50

AV Technician / Special Events	\$100 for 1 st five hours	\$20 per hour after 1 st five hours
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NOTE: Fees are waived for funerals.

SPECIAL REQUESTS

(Check all that are being requested—all requests subject to church approval)

FELLOWSHIP HALL:

_____ Kitchen *(an approved Food Service Establishment under state Board of Health regulations)*

_____ Audio/Visual equipment (sound & projector only)

NURSERY:

_____ Nursery Facilities: Write in who will be responsible for the Nursery and any additional workers.

Nursery Designee _____ Phone: _____

Additional Workers _____

SANCTUARY:

Audio/Visual Booth:

_____ Sound

_____ Projected Media

_____ Lighting

_____ Specific Platform Layout
(piano/pulpit/communion table moved)

Instrumental use:

_____ Piano

_____ Organ

_____ Drums

_____ Other: _____

OTHER REQUESTS:

_____ Early Setup: Date/Time of setup _____

_____ Other Special Requests/Setups: _____

We ask that the Responsible Party please:

- Notify the Church Office (304.599.4549) if any changes need to be made.
- Pay all fees before the event takes place.
- Only use the room/rooms that have been approved.
- Have a church-affiliated designee present on the premises at all times during the event.
- Do not move the Pulpit, Communion Table, or Piano on your own.
- Return chairs and tables to racks and/or original location.
- Make sure all of the doors are locked at end of event.

Affidavit of Requesting Party(s):

I am the person responsible for the use of the facilities requested and I agree to abide by and to enforce the rules governing the use of the facilities requested. I understand that neither the church nor its Administrative Board assumes any responsibility for loss of property or for accidents or injury resulting from the use of these facilities.

NAME: *(Print)* _____

(Sign) _____ DATE: _____