



# BEREAN BIBLE CHURCH

**BAINBRIDGE  
CAMPUS**  
996 County Rd, 39  
Bainbridge, NY 13733  
(607) 320-4220

**CINCINNATUS  
CAMPUS**  
5610 Piety Hill Rd.  
Cincinnatus, NY 13040  
(607) 345-4914

**GREENE  
CAMPUS**  
109 County Rd. 2  
Greene, NY 13778  
(607) 656-8413

**HILLCREST  
CAMPUS**  
126 E. Service Rd,  
Binghamton, NY 13905  
(607) 656-8413

Discover more at  
[www.bbcTRANSFORM.org](http://www.bbcTRANSFORM.org)

## Facility Usage Request Form

“Church facilities” are defined as any and all property belonging to Berean Bible Church, including buildings, lands, and any parts thereof. This facility cannot be used for profit or to promote or practice beliefs or behaviors contrary to Berean’s doctrinal positions found in the church constitution.

Request for use by members of Berean and by all others is made through the office with at least a (2) week notice and requires a Facility Usage Request Form to be filled out and approved.

Today’s Date \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Group Name/Type of Event \_\_\_\_\_

Responsible Party Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Time of requested facility usage: \_\_\_\_\_ to \_\_\_\_\_

### Donation Schedule (Prior to Event): Please check requested facilities

\*No donations are expected for use of the facility from members of Berean Bible Church. Members can give a donation of any amount if they so choose.

- Auditorium & support rooms (500 seats) \$100.00
- Other areas (please circle): Gym, Foyer, Community Room, Kid’s Zone, other: \_\_\_\_\_ \$30.00
- Use of gym for sports practice (per week) \$15.00 single use, \$30.00 up to three uses
- Use of kitchen \$25.00
- Use of outside field/parking lot (no access to facility) no charge

### Technician Fee Schedule: Payment requested on or before day of event to Music and Media Director

\* Required technical support pursuant to meeting with Music and Media Director prior to event.

- Sound, lighting, media technician \$30 each
- Video recording director (includes editing of raw footage) \$70
- Additional camera operator (up to two) \$30
- Video recording (includes editing of raw footage) \$70

**Required steps for use of facilities (Prior to Event):**

1. Facility Usage Request Form must be filled out and returned to the church office along with any donations (see donation schedule) before the facilities or grounds can be utilized.
2. If facility request is for any extended time, please adjust your donation based upon the number of days reserved.
3. Request for use of facility will be evaluated in a timely manner. The church will provide notification once a decision is made or if there is reason for a denial of a request. If a solution cannot be reached, any donations will be returned.
4. If church owned technology is requested, meet with Tech Director to determine needed technology support – i.e.: sound, lighting, video recording, etc. at least one month prior to date of event (number and role of technicians will be determined at time of meeting). Contact ryan@bbctransform.org or call 656-8413.

**Responsibilities (Day(s) of Event): Please initial on the line provided for each**

1. The church staff or custodians are not responsible to move furniture for the event. \_\_\_\_\_
2. Lock and secure all doors and turn off all electrical items (lights, fans, etc.) \_\_\_\_\_
3. Returning all furniture to its original location and furniture must be free of any debris. \_\_\_\_\_
4. All decorations and staples, tape, etc. must be removed and all trash put in dumpster. \_\_\_\_\_
5. There will be no alcoholic beverages allowed at Berean Bible Church or on its grounds. \_\_\_\_\_
6. Berean Bible Church is not liable for any personal injury or loss. \_\_\_\_\_
7. Report any and all damage of facilities within 24 hours to: gwyn@bbctransform.org or church office at 656-8413. \_\_\_\_\_  
Any damage incurred to church facilities or church property will require reimbursement.

**Failure to fulfill responsibilities will be addressed verbally or in writing. Continued failure to comply will result in termination of privileges.**

**I have read/agree to the terms for usage of church facility.**

**Signature** \_\_\_\_\_

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**Office Use Only**

Approved by \_\_\_\_\_

Not approved \_\_\_\_\_

Donation collected \_\_\_\_\_

Date \_\_\_\_\_

Revised 5/4/23

# RELEASE

I am aware and understand that competing or practicing any athletic activity can be dangerous and involve the risk of injury. I understand that the dangers and risk of competing and practicing in athletic activities include, but are not limited to, neck and spinal injuries which may result in complete or partial paralysis, brain damage, injury to virally all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, injury or impairment of future abilities to earn a living, to engage in business, social and recreational activities and generally to enjoy life. Participation in athletic activities also carried with it the risk of death.

I hereby assume all of the risks of participating in any athletic event or in any risk inherent in the use of facilities of Berean Bible Church. In consideration of my use of such facilities, I hereby take action for myself, my executors, administrators, heirs, successors, and assigns as follows:

I forever waive, release and discharge, from any action or cause of action and any and all liability for my death, disability, personal injury, property damage, property theft, or actions of any kind which hereafter accrue to me, the Berean Bible Church, its Board members, agents, and employees, arising out of, or related to, my use of facilities at Berean Bible Church.

Date \_\_\_\_\_

Participant (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

(Parent signature if participant is under 18)