



Facility Use Agreement Application

FACILITY Information

FACILITY: Far West End Seventh-day Adventist Church
15600 Pouncey Tract Rd, Rockville, VA 23146

FWESDA Coordinator Name: _____

(FWESDA) Email: facilityuse@fwesda.com (FWESDA) Phone: _____

REQUESTOR / ORGANIZATION Information

Organization /Name: _____

Address: _____

Contact Name: _____

Phone: _____ Email _____

Dates and Times of Facility Usage:	Start Date	Start Time	End Date	End Time
	____/____/____	____:____	____/____/____	____:____
	M D Y	(AM/PM)	M D Y	(AM/PM)

Type of Event:

Weddings, funerals, or other ceremonial activities

Church worship or other worship-related activities

Other: _____

Area of Facility Needed:

Sanctuary/Lobby/Restrooms *(Kitchen & Classrooms not available for use at this time)*

Financial Information

Base Cost: \$ _____	Security Deposit: \$ <u>400.00</u>
Base Cost Due Date: ____ / ____ / _____	Security Deposit Due Date: ____ / ____ / _____

**Make checks payable to: Far West End SDA **Mail checks to: PO Box 5460, Glen Allen, VA 23068*

INSURANCE REQUIRED: Event Insurance Certificate minimum \$1,000,000 Liability *Certificate Supplied to FWE*

Cancellation Policy: ____ Days ____ % Deposit Forfeited None

Signature

THE UNDERSIGNED ACKNOWLEDGES THAT HE/SHE/IT HAD THE OPPORTUNITY TO CONSULT WITH LEGAL & FINANCIAL COUNSEL CONCERNING THE RIGHTS & OBLIGATIONS ARISING UNDER THIS AGREEMENT, THAT THE UNDERSIGNED HAS READ & UNDERSTANDS THIS AGREEMENT, & THAT THE UNDERSIGNED ENTERS INTO IT WILLINGLY. IN WITNESS WHEREOF, the Parties have executed this Facility Use Agreement Application, which incorporates by reference as if fully set forth herein Exhibit A, which is styled "Facility Use Agreement," with all attachments and addendums as of the Effective Date.

Potomac Conference Corporation of Seventh-day Adventists / Far West End SDA Church

Organization / Name: _____

Sign: _____
Print: _____
Title: _____
Date: ____ / ____ / _____

Sign: _____
Print: _____
Title: _____
Date: ____ / ____ / _____