



CASS CITY

Missionary Church

4449 Koepfgen Road Cass City, MI 48726 989.872.2729

USAGE AGREEMENT

TODAY'S DATE: _____

NAME: _____

ORGANIZATION NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

PURPOSE OF USING THE CHURCH: _____

IS THIS FOR A MINISTRY, EDUCATIONAL, OR NON PROFIT EVENT? YES or NO

DATE OF THE EVENT _____

REOCCURRING EVENT: YES or NO

EVENT START TIME: _____ EVENT ENDING TIME: _____

WILL SOUND AND/OR TECHNOLOGY BE NEEDED FOR THIS EVENT: YES or NO

(IF YES) - DESCRIPTION OF SOUND/TECH NEEDS _____

WHAT AREA(S) DO YOU PLAN TO USE FOR THIS EVENT? _____

WHEN DO YOU NEED TO SET UP/ TEAR DOWN FOR THIS EVENT _____

**** IF THE EVENT TAKES PLACE ON A SUNDAY ****

No set-up can take place before 1:00 PM and
clean up must be done by 5:00 PM.

-OVER-

***** ALL DECORATIONS, TABLE SETTING, MATERIALS, ETC. ARE THE RESPONSIBILITY OF THE APPLICANT.**

*****CCMC Trustee's or other designated person will coordinate event setup time(s), access to the church, and a church representative to be present during the event.**

*****USAGE FORMS ARE REVIEWED BY THE CHURCH BOARD AT THE MONTHLY MEETING.**

*****YOU ARE EXPECTED TO CLEAN UP AFTER YOUR EVENT**

CHURCH USAGE FEES

SPECIAL CONSIDERATION MAY BE GIVEN TO REGULAR ATTENDEE'S. THE CHURCH BOARD RESERVES THE RIGHT TO WAIVE USAGE FEES. SHOULD THE FEE'S BE WAIVED, A \$50 DONATION IS APPRECIATED.

**1) BASEMENT (includes kitchen) \$250 _____
(plus overseer's fee - #4)**

**2) SANCTUARY \$250 _____
(plus overseer's fee - #4)**

**3.) COMMONS AREA \$250 _____
(if using for a special event, shower, etc.)
(plus overseer's fee - #4)**

4.) OVERSEER'S FEE \$20.00/hour

5.) TECHNOLOGY/SOUND FEE \$TBD based on Request

ADDITIONAL FEES MAY APPLY IF DAMAGES OCCUR TO THE CHURCH PROPERTY.

I have read and understand the above.

SIGNATURE _____

Internal Use Only ___ DENIED ___ APPROVED TOTAL AMOUNT DUE: _____
