

CEDAR CREEK RETREAT - FACILITY RESERVATION

The policy for management of this facility is intended to ensure orderly access to our churches and community. *Fees may be assessed in certain instances to cover full or partial expenses of an event.*

When you use the building, two simple rules of thumb should guide you:

- *This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory but do your best to take care of it.*
- *When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry!*

RESERVATION REQUEST FORM

- Group Name & Church: _____ Date: _____
- Group Leader/Director Responsible for Event _____
- Address: _____
- City: _____ State: _____ Zip: _____
- Home Phone: _____ Cell Phone: _____
- Pastor's Name: _____
- Additional Leaders : _____
- Home Phone: _____ Cell Phone: _____
- Email: _____
- Event Date: _____ to _____
- Est. arrival date/time: _____ Est. departure date/time: _____
- Signature: _____

Please send a completed copy of this form via email to cedarcreekbaptist@gmail.com

NOTE: *For private gatherings (non-ministry use), a security deposit of \$50 may be requested two weeks prior to the event for the use of the building;*