

Usage Application For The CONNECTION

Morning Star Church
2900 East Markland Avenue
Kokomo, Indiana 46901
765.452.1622

Email: theconnection@morningstarkokomo.com

Name of Organization/Group: _____
Contact Person: _____
Address: _____ Phone: _____
City/State/Zip: _____ Cell phone: _____
Email: _____ Fax: _____
Date of Application: _____
Date of Event: _____
Type of Event: _____

Number of participants/guests expected: _____

Area(s) requested:

- Gym \$35/hr. (no food), \$50/hr. (w/ food & drink, kitchen available)
- Café \$50/hr. (includes kitchen)
- Wedding reception \$600/day (7:30 a.m. access for decorating, reception concluded by midnight)

(Events lasting 4-7 hours will be discounted 50% beginning with the 5th hour. Members & regular attenders of Morning Star Church may use the facility for half price for the duration of their event.)

Equipment needed: TV/VCR/DVD _____ Soda fountain (\$0.50/guest) _____
Sound (\$30) _____ Extension cords(#) _____
LCD projector(\$30) _____ Marker board/easel _____

(The fee for sound and projection covers a trained technician setting up and running equipment for your event. Longer events may necessitate higher charges.)

Set-up: Number of tables needed: _____
Number of chairs needed: _____

(\$30 set-up fee for up to 10 tables w/ chairs, \$60 fee for 11-20 tables w/ chairs, \$90 fee for 21-30 tables w/ chairs, \$120 fee for 31 or more tables with chairs)

Please note special needs or requests:

(Please note that requests involving extra labor/staffing may necessitate additional charges.)

Anticipated arrival time on event day: _____

Anticipated departure time on event day: _____

Total cost of facility use: _____

(Facility use, equipment, technicians, set-up, etc, plus \$25 custodial fee)

All usage applications must be approved by the facility manager. Upon approval, this application will be signed and dated below, by the CONNECTION Facility Manager or a member of the CONNECTION Advisory Team (CAT). This document will then be a binding contract. A deposit of one half of all fees shall be paid upon finalizing this agreement, with the balance payable on or before the day of the scheduled event. If the event is canceled, the Facility Manager of The CONNECTION must be notified immediately. If cancellation is more than 2 weeks prior to the event, the deposit will be promptly refunded. If the cancellation is less than 2 weeks prior to the event, the deposit shall be forfeited.

Please note: *Usage fees are not designed to profit Morning Star Church or The CONNECTION, but to offset operational expenses and to underscore the high value of that which God has provided for our use and enjoyment.*

We agree to respect the beliefs of Morning Star Church and the United Brethren in Christ denomination as set forth in the Confession of Faith (see attachment), and will do nothing by word or action that will detract from the testimony of these ministries. The undersigned user/guest accepts full responsibility to communicate the guidelines to the participants in the above event and will ensure compliance.

I have read this contract and agree to the terms and conditions set forth.

Signature: _____ Date: _____

Signature of CONNECTION Manager or CAT member: _____

Date: _____

(Revised Sept. 2008)