

# **FACILITY USE REQUEST**

The group using the premises agrees to make a donation to BKCP for the use of the building/grounds. The amount of donation is undetermined, but should reflect the group's ability to pay, size of group, length of event, and spaces utilized. A common donation for a group of 25 or more is \$100. BKCP operates almost solely on donations so your generous contribution is appreciated.

## **DATE CHANGES:**

Client(s) may be granted a request to change the date of the event. Approval of request will be at the discretion of the Executive director pending availability of facilities and staff and will be verified in writing.

## **LIABILITY**

The CLIENT(S) agree to reimburse BALD KNOB CROSS OF PEACE for any damage or destruction of property by guests.

## **GUIDELINES:**

The following shall be upheld by the Clients(s), event planners, coordinators, vendors, etc. involved in the event:

1. CANDLES - Any use of candles must be approved by BKCP. All candles must be contained or enclosed in glass.
2. DECORATIONS - Decorations are allowed but may not be hung on walls. All decorations must be removed following the departure of the last guest, unless special arrangements have been made.
3. OUTSIDE LOCATION - The use of the grounds is not permitted after dusk without special arrangements.
4. CATERING - The use of outside caterers is allowed. The caterer must be pre-approved.
5. ALCOHOL/BEVERAGES - No alcoholic beverages are allowed on the grounds of BKCP.
6. ILLEGAL SUBSTANCES - The staff of BKCP will contact law enforcement and evict anyone using illegal substances
7. MUSIC - Any music that may interfere with other visitors at BKCP must be pre-approved.
8. SMOKING - Smoking is permitted only in designated areas on BKCP grounds (not at or near Welcome Center or Cross base)  
PETS - All pets must be kept outside at all times and on a leash.
9. VISITORS – BKCP DOES NOT close to the public during any event, so others visiting the cross will most likely be present.