



**BENZIE AREA CHRISTIAN NEIGHBORS  
("BACN")**

**2023 MEETING ROOM RESERVATION  
FORM & USER AGREEMENT**

Please complete this form, sign, and email it to Brooke Lee, BACN's Business Manager (BusinessManager@BenzieBACN.org).

All applications must be submitted at least 14 days prior to the meeting.

Meeting rooms are available for meetings, community functions, or training. They are not to be used for parties, receptions or commercial activities unless authorized in advance.

There is no support staff available. Please have someone familiar with electronic equipment present if you wish to use the streaming devices.

<b>DATE OF APPLICATION</b>	
<b>ORGANIZATION NAME</b>	
<b>NAME OF APPLICANT</b>	
<b>PHONE</b>	
<b>EMAIL</b>	

<b>EVENT INFORMATION</b>	
<b>Room to be reserved</b>	
<b>Date(s) room needed</b>	
<b>Start time</b>	
<b>End time</b>	
<b>Title of meeting</b>	
<b>If this is a Recurring Meeting specify how often</b>	
<b>Approx number attendees</b>	
<b>Name of contact who will be on site</b>	
<b>On site contact cell number</b>	

**SAVE HARMLESS AND INDEMNIFICATION AGREEMENT**

The organization and attendees of events using the BACN facilities agree to indemnify and hold harmless BACN, its officers, volunteers, and employees against any and all claims, demands, causes of action, or liabilities arising from the Event or as a result of the Users acts or omissions under this Agreement.

**USER AGREES**

To return the Community Room to the condition and configuration in which it was found. This includes cleaning and repositioning of furniture. Failure to do so may result in financial charges to the organization.

To refrain from smoking, vaping, alcohol, drug and firearms use on the BACN premises. Any usage, in any form, will result in loss of space usage.

To review the computer usage policy and other policies on safety and political activities found on the BACN website.

Any violation of this agreement could result in the loss or restriction of use of the rooms.

**NOTE**

BACN reserves the right to change, cancel, or move a reservation to another room when needed.

All agreements expire at the end of the calendar year. It is the organization’s responsibility to complete a new form each year.

**SIGNATURE OF USER’S AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

Approved by \_\_\_\_\_

BACN Representative

\_\_\_\_\_  
Date

Approved by BACN’s Board of Directors, May 2023