

Dear Boulder Valley Church of Christ Guest -

We are excited about partnering with your group here at the Boulder Valley church of Christ (BVCC)! Please take a few minutes to read and understand the info. below.

Please print and fill out the attached "2020 Building Usage Approval Form." Also, please take a few minutes to look at the BVCC Building Use Requirements listed below. BVCC hopes to keep our building open to our community for various types of events, but we desperately need your help to continue doing this. Failure to meet the following requirements could result in an increased fee or denial of future use. Here are the ways you can help us out:

- Click [HERE](#) to watch our Building Use Info. Video
- Turn in your [Certificate of Liability Insurance](#)
- Provide a \$10 Key Deposit (check made out to BVCC) to be turned in with your Liability Insurance
- You must email office@bouldervalley.org to request building use times.
- Restore your room to its original set up: chairs, tables, music stands, trash, etc. after every use.
- Adjust heating/cooling to its original setting (auto) before you leave.
- Turn lights off and lock doors (double check this) before vacating building. Especially check door 1,2 & 3 before you leave ([see map](#)). You should see an orange strip if the door is locked.
- Please consider having your group join BVCC on Sundays, Wednesdays, or in serving our community in various ways. For more info talk to one of our staff members, go to bouldervalley.org, or text "community" to [720-767-BVCC\(2822\)](tel:7207672822).

Please let us know if you have any questions for us, and we look forward to another great year of partnering with you and your group.

Rob Duncan
Lead Minister

2020 BUILDING USAGE APPROVAL FORM

(please print off, fill out and turn in ASAP)

Name of Organization: _____

Today's Date: _____

Name of Responsible Party: _____

Phone: _____

email: _____

Date(s) of Event(s): _____

NOTE: If request is for ongoing use of room(s) or area(s), contract must be renewed annually.

Purpose & Description of Event(s):

Number of People Expected at Event: _____

Start Time (Set Up): _____ End Time (Clean Up): _____

Room or Area Requested: _____



BVCC Requirements *(please read and sign)*

- Click [HERE](#) to watch our Building Use Info. Video
- Turn in your [Certificate of Liability Insurance](#) (turned in 1st week of Jan for recurring users)
- \$10 Key Deposit (check made out to BVCC) to be turned in with your Liability Insurance
- You must email office@bouldervalley.org to request building use times and turn in the form above
- Restore your room to its original set up/ chairs, tables, music stands, trash, etc....
- Adjust heating/cooling to its original setting (auto) before you leave. See QR codes for more info.
- Lights off and doors locked (double-check this) before vacating building. Especially check door 1,2 & 3 before you leave (see map). You should see an orange strip if the door is locked.
- Consider having your group join BVCC on Sundays, Wednesdays, or in serving our community. For more information ask one of our staff members, check bouldervalley.org, or text "community" to 720-767- BVCC (2822)

BVCC USE ONLY

Approved by _____ Date _____

Proof of Liability Insurance Received _____ Date _____

Key# _____

Key Deposit Rec'd (Date/Check#) _____

Key Deposit Returned (Date) _____