

Event Guidelines & Fees

We would like to take this opportunity to thank you for choosing The Cowboy Church of Ellis County for your event. We will do everything possible to help all areas of planning go smoothly. There are a few details and guidelines that will be helpful for you to know. Please read the following pages carefully and discuss any questions you may have with the Cowboy Church Secretary.

Scheduling

All arrangements for the event should be scheduled as far in advance as possible. Please print and fill out the Event Reservation form then call the Church office to make an appointment with the secretary. At your appointment the secretary can walk you through the building, go over the guidelines, available rooms, equipment available for use, and all fees at a time.

When reserving any of the Cowboy Church facilities, please be aware that a Saturday event must be scheduled to be concluded by 9:00 p.m. to allow ample time for clean-up and set-up for Sunday services. All vehicles must be removed from the church parking lot no later than midnight the same day. When reserving the Cowboy Church facilities on another day of the week, the times will be subject to the availability of the rooms due to other regularly scheduled church activities.

Youth Center - Fee Schedule:

Reservation Fee \$50
(due at the time you book your event)
Building Rental:
Members \$100/NonMembers \$250
Damage Deposit \$250 (refundable)
Cleaning Fee \$100
Sound Fee \$100

Worship Center - Fee Schedule:

Reservation Fee \$50
(due at the time you book your event)
Building Rental:
Members \$250/NonMembers \$500
Damage Deposit \$250 (refundable)
Cleaning Fee \$200
Sound Fee \$100

ALL FEES ARE NON-REFUNDABLE EXCEPT AS NOTED AND ARE DUE TWO WEEKS PRIOR TO EVENT DATE OR THE DATE WILL BE CANCELLED.

Guidelines:

No one may operate the sound equipment except a Cowboy Church approved sound technician.

Any items moved into the building must be moved out immediately following usage of the building. As our buildings are open to the public, The Cowboy Church cannot be held responsible for items lost, stolen or damaged. However, we will do all within our power to assure that all items are secured.

Any wall decor, posters, etc. removed for an event must be replaced in its original condition following usage of the building. Tacks or any sticky substances are only to be used with the discretion of the Church Secretary.

No alcohol or is allowed inside or outside the church buildings at any time.

NO EXCEPTIONS. No smoking will be allowed inside the buildings at ANYTIME!

You are responsible for setting up and taking down any decorations and equipment you bring into the building. Any Cowboy Church property being used or moved will need to be returned to its proper place before leaving.