



**Bridgeway Church of the Nazarene  
Beaufort, NC**

Information/Agreement Form for Groups  
Lodging/Staying in the Building

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Bridgeway is always delighted to help and host various groups and provide facilities and lodging during their stay here on the Crystal Coast of North Carolina. In years past, several groups have utilized our building while serving others, engaging in missional work, and cultivating their faith. It is our desire to continue this trend and assist in whatever capacities we can.

With this opportunity comes a few things we must share and ask in preparation of your stay. Please note that we will answer any questions about this Policy, should you have questions or need clarity. In all of it, we have given it prayerful consideration and all diligence possible.

1. So that we are covered for Insurance and Liability Purposes, please provide us with a Copy of your Insurance Coverage. We also ask that you purchase and/or provide coverage for your trip, including your stay on the Bridgeway Property and in the Bridgeway Facilities. Short-term Policies are available that are not expensive through most carriers and companies.
2. For those under the age of 18 years old, please note that a copy of your church's or organization's Parental Form is requested. We anticipate that you retain an original for your records, but we would request to have a copy for our records to ensure parental consent and approval has been given for your child and/or teen to stay on these premises while supervised and chaperoned by your designated Group Leaders and/or Parents.

We do mandate that boys and girls dress and sleep in separate quarters, separated by a physical wall, and that Group Leaders/Chaperones remain with each respective group throughout the night.

3. Due to consistent rising costs in the areas of: electric, water, and propane fuel – we do request the following assessment to be paid prior to your departure to cover our utility costs.

**\$5.00 per night, per person  
Not to exceed a total of \$25.00 per person for the entire stay.**

These nominal fees cover heat, air conditioning, hot water, other electricity, and propane gas that is used in the kitchen. Plus, any supplies that are utilized.

4. As for our General Requirements, they are as follows: (1) Please leave each space used in the same condition as it was found – basic housekeeping is always appreciated; (2) Please do not bring any alcohol or tobacco products on the property, at any time; (3) Please use general safety guidelines in utilizing the propane gas systems in the kitchen. Please ensure they are turned off as to not waste the fuel and ensure the exterior tank (outside) is off after each use.

*You will be given our emergency contact information before or on your arrival.*



I/we agree to abide by this Information/Agreement Form, the Policies listed and identified, and we will provide the copies requested (upon arrival) and pay the cost outline (before departure). Please make check payable to: **BCON** and put Facility Utilization in the Memo Line, unless other arrangements have been agreed to/made with the Pastor or Church Treasurer.

_____	Group Leader Printed Name
_____	Group Leader Signature
_____	Date
_____	Cell/Mobile #
_____	Name of Group/Organization
_____	] Address
_____	
_____	Phone #

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Bridgeway Approval: \_\_\_Yes \_\_\_ No

Approval Given by: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Lead Pastor  
Financial Director / Facilities Director

Form Revision #3, 2021