



CCWPA

Classical Conversations Washington Professional Association

Facility Use Procedures

Church

Obtain information from church about their requirements for using the church.

Sign the "Facility Use Agreement" as a member of CCWPA ("On behalf of CCWPA")

Make sure all Directors and Tutors using facility are members of CCWPA and listed on the agreement.



CC Community

Collect funds from your community to cover the costs of the usage fees for the church.
Have any willing CC Community and CCWPA member write one check for church usage amount.



CCWPA (updated address)

Write one check to CCWPA in the amount collected. Also submit a copy of signed Facility Use Agreement, payment details (if separate from FUA), and a copy of completed insurance policy with CCWPA listed as "additional insured."

Mail check & required documents to:
CCWPA, PO Box 82182
Kenmore, WA 98028

CCWPA Treasurer will mail payment(s) to church.