

Building Use Request Form

Date(s) of use: _____

Room requested: Undercroft: _____ Commons Room: _____ MP Room _____

Frequency of Use:

One time: _____ Weekly: _____ Monthly: _____ Annually: _____ Other: _____

Requesting Organization/group/individual:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Number of persons in attendance: _____ Time of use: _____

Purpose of meeting or Event: _____

Type of Organization:

Non-Profit/Charity: _____ For profit/Business: _____ Other Church: _____

Member of Church (Private event) _____ ECOS Group _____

Name of Contact person: _____

Title: _____

Tel. Nos.: Home _____ Office: _____ Cell: _____

Email _____

Does group Carry Liability insurance or performance bond? Yes: _____ No: _____

Will group need access to kitchen? Yes: _____ No: _____

If answer is yes, please refer to "Policy on Use of Kitchen"

Will group serve any alcoholic beverages? Yes: _____ No: _____

If answer is yes, please refer to "Policy on use of Alcohol at Church Functions and on Church Property."

Signature _____ Date: _____