

# Utica Church of Christ

## Agreement for Requesting use of the Church Building

### INFORMATION CONCERNING EVENT

Person/group requesting to use the building: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: (start) \_\_\_\_\_ (end) \_\_\_\_\_

What area of the building will you be requesting (Fellowship Hall/ Sanctuary/  
Class Room)? \_\_\_\_\_

Please note that only the requested area(s) will be open to use. Please do not go into the other areas of the building (*especially children*).

Do you have someone in your group that is a member of our church? \_\_\_\_\_

If so, what is that person's name? \_\_\_\_\_

If not, would you like someone from the church to attend the event as a liaison to help.

### IMPORTANT INFORMATION

The donation for the use of the building is \$75.00 if you do not have the janitor clean up after you are gone. If you wish to use the services of the janitor please add \$50.00 to this donation. If you will not be requesting the janitor's services; please vacuum the floor, clean tables and take out the trash when done.

- **The date for you to use the building is reserved when you sign and return this form.**
- **You are reminded that this building is a non -smoking and non-alcohol building.**

***Absolutely no smoking or drinking of alcoholic beverages is permitted.***

- **The church does not provide tableware or other supplies for your event.**
- **The church is not responsible for lost or damaged personal property while using these premises.**
- **Damage to church property during use is the responsibility of the person signing this form.**
- **No confetti or small plastic cut outs are to be used in the building.**
- **Please leave the building as close to the way you found it as possible.**

I (print name) \_\_\_\_\_ have read the above rules and guidelines and agree to abide by said rules, and will be held responsible as stated above.

Signature \_\_\_\_\_

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