

Redeemer UCC Building & Grounds Use Request

Organization/Group Name _____

Contact Name _____ Phone Number _____

Address _____ Email _____

City/State/Zip _____

Contact Name _____ Phone Number _____

Address _____ Email _____

City/State/Zip _____

Date(s) for Use: _____

Rooms needed: _____

Start Time (AM/PM): _____ End Time (AM/PM): _____

Type of activity: _____

Set up plans: _____

Take down plans: _____

Will the group require additional equipment (e.g. TV/audio equipment, etc.)? (Yes/No)

What equipment is needed? _____

Clean Up Plans: _____

We ask that you please vacuum the area(s) used by you after your event and put the room back the way you found it. Garbage/Recycling needs to be taken to Shed Dumpsters.

Is the group willing to make a donation for use? (Yes/No) Amount donating: \$ _____

Does the group carry a Certificate of Liability Insurance? (Yes/No)

Redeemer UCC reserves the right to request completion of its Use Form for those third parties using its building or grounds.

By completing this Use Request Form and signing below, the aforementioned group assumes responsibility for any damages incurred during use of Redeemer UCC's facilities. Notification of any damages should be made to Redeemer UCC's Parish Administrator.

Please note: The Sound Board in the Church is off limits for your use!!

For Building & Grounds Use:
HVAC Set on date _____ Initials _____

For Office Use:
Door Code Assigned _____ Initials _____
Date Code Put In _____ Initials _____
Date Code Deleted _____ Initials _____

Print Name

Signature

Date