

APPLICATION FOR USE OF THE FACILITY

Date of Application ___/___/___

NAME OF ORGANIZATION _____

Non-Profit Yes No

Mailing Address _____

Contact Person _____

Work Phone _____ Home Phone _____ Mobile _____

E-mail _____

Ins. Carrier: _____ Policy #: _____

Copy of Liability Ins. Policy Required: Yes No ; If required, copy received: Yes No
Church named as additional named insured

Purpose of meeting(s) _____

Anticipated Attendance (Number of People) _____ Meeting Day _____

Date(s) facility required ___/___/___ Time _____ AM/PM to _____ AM/PM
Date Start _____ End _____

Room Requested: (Check) Fellowship Hall Kitchen Library Classroom(s)

Room Nos. _____

Other (specify) _____

Requirements: (please check) Chairs Tables Coffee Pot

Other (specify) _____

Signature of Organization Representative _____

Signature of Lee Church Representative* _____

*NOTE: Application for use of facilities is not confirmed until approved by church office.

PLEASE READ THE FOLLOWING CAREFULLY:

Use of facilities at Lee Church Congregational is subject to the following regulations:

1. Lee Church Congregational program needs have priority over all other requests.
2. Commitments to outside groups may have to be altered due to unexpected Church needs such as funerals.
3. Lee Church Congregational is a tobacco-free facility.
4. There are to be no alcoholic beverages on Church premises.
5. Groups paying a usage fee will make their payment in advance of usage.
6. Groups using Lee Church Congregational facilities are expected to leave such facilities in same general condition as provided.
7. Each group is responsible for putting up and removing signs in the building directing persons attending the meeting to the correct room(s).
8. Equipment shall not be removed from the Church building except for Church functions.
9. The building may be closed to all groups on short notice due to inclement weather.