



### 4.003 Application for Building Use

Revised: 10/17/2006

Use of the Church building can be granted only under the terms stated in the UCC Building Use Policy and those stated below, and under the condition that you assume responsibility on behalf of the organization that you represent.

All applicable fees and charges for building use, lock-up, and energy use will be required of your group prior to the use of the building, as stipulated by the Building Use Policy, the associated Fee Schedule, and actions of the Board. These fees/charges are established to recover the costs of actual expenses incurred.

Mistreatment of facilities will result in forfeiture of the use of the building. Furthermore, it is agreed that:

- (1) Property in the Church building shall not be disturbed other than that made available for your use.
- (2) Nothing in the worship area of the Church shall be altered without prior permission of the ministers.
- (3) Any property damaged through your use shall be restored to its condition prior to your use and/or replaced if destroyed or stolen, and
- (4) The facilities will be used with due care and caution to avoid misuse.

All other conditions established in the Building Use Policy shall be observed, though they may not be stated here. The Building must be vacated prior to 10:00pm.

The dates and times indicated below must be adhered to. The prepaid fees and charges will be applied to future use or refunded in case of non-use on an indicated date with 48 hours notice. Cancellation less than 48 hours prior to scheduled use shall result in loss of the lock-up fee.

#### Use Information

Name of Person or Organization \_\_\_\_\_ Non-Profit? \_\_\_\_\_

Mission/Purpose of Organization \_\_\_\_\_

Name, Address and Telephone Numbers of Persons in Charge (Two Required):

\_\_\_\_\_  
\_\_\_\_\_

Authorized Activities \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Times of Use \_\_\_\_\_

Location Authorized for Use \_\_\_\_\_

Building Use Fee \_\_\_\_\_ Lock-up Fee \_\_\_\_\_ Energy Costs \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

USE APPROVED:

\_\_\_\_\_  
(Signature - Using Organization)

\_\_\_\_\_  
(Signature - UCC Agent)