

Building Use Agreement for Bethlehem United Church of Christ

Please complete this form and return it to the Church Office for review by the appropriate Church Officers. Applications must be complete, listing the name, address, and phone number of the requesting organization, as well as the responsible person(s) who will be on site during the event.

Date of Application _____

Name/Organization Information

Name/Organization: _____

Address: _____

Non-Profit Organization? _____ Will There Be an Admission Charge? _____

Responsible Person Information (must be on site during event)

Name: _____ BUCC Member: _____ *Non-member: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email _____

****If non-member, is there a church member that can be contacted in an emergency?***

Name: _____ Phone: _____

Event/Function Information

Event Date: _____ Time: _____ to _____

Attending: _____

Purpose of Event: (please be specific)

Event Set-Up Date: _____ Time: _____ to _____

Event Clean Up Date: _____ Time: _____ to _____

Tables (Round, Rectangular) / Chair Set-up Request:

Please Turn Page Over

Area(s) Requested (check all that apply)

Sanctuary _____ Welcoming Area _____ Fellowship Hall _____ **Kitchen _____

*****If Kitchen is used, name of person who will operate dishwasher _____***

Sunday School Rooms- Specify (Basement level) _____

Motley Crew Classroom _____

Other Inside Area Being Used (please specify area) _____

Outside area (please specify area) _____

Tech/Equipment or Speaker Support Requests

Acceptance of Damage and Waiver of Liability

It is understood that the person completing this application has the authority to accept responsibility for the organization applying. It is agreed that the requested facility area will be reserved only for the requested date(s) and/or time(s) indicated. Any changes in the request and use must be approved. Bethlehem United Church of Christ reserves the right to change the date(s) and/or time(s) should a church function arise, such as a funeral. I (We), hereby assume responsibility for all damage done to the church premises during my (our) use of the facilities, and hereby hold harmless Bethlehem United Church of Christ, Evansville, Indiana, for any injuries which may occur during the use of the facilities. All those using the facilities are asked to put back any chairs, tables, etc. in the original place they were found and clean areas that need to be picked up unless special arrangements have been made with the church custodian.

Non-members must supply a copy of a certificate of insurance listing Bethlehem United Church of Christ as an additional insured party before the request will be considered.

Signature of Organization Representative/Title _____

Date _____

Office Use Only

Approved: Date _____

Not Approved: Reason _____

Key issued to whom? _____ Date Issued _____ Return Date _____

Does building use require services of custodian? _____

Amount of Deposit, Rental Fee, or Custodian Fee Received (if applicable) _____

Date Received _____ Balance Due \$ _____

Date Balance Paid _____

Form Amended August 2022