

**FIRST CONGREGATIONAL CHRISTIAN CHURCH**

Kokomo, Indiana

Application for Use of Church Facilities

**Individual**

Date of Application \_\_\_\_\_

Date of Event \_\_\_\_\_

Please Print or Type:

Individual Filing Application \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Date Requested \_\_\_\_\_ Time: Begin \_\_\_\_\_ Time: Finish \_\_\_\_\_

Size of Group \_\_\_\_\_

Topic or Nature of Meeting/Activity:

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

Special Requests or Needs: \_\_\_\_\_

Gym \_\_\_\_\_ Gym kitchen \_\_\_\_\_ Church Lounge \_\_\_\_\_ Upstairs Kitchen \_\_\_\_\_

Classrooms \_\_\_\_\_

Note: Please make sure that the facilities are cleaned up after use. If linens are used, you are responsible for cleaning them and returning them to the church. If dishes are used, you are responsible for washing and replacement if any get broken. If custodial service is required for set up, take down or clean up there may be a charge.

Member of the Church who is your connection \_\_\_\_\_

\_\_\_\_\_

Signed by \_\_\_\_\_

Applicant agrees to abide by all regulations of the Church regarding use of facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from this meeting.

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For Office Use Only

Calendar checked \_\_\_\_\_ By \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Comments \_\_\_\_\_