



PARK CONGREGATIONAL CHURCH

United Church of Christ
1456 Harvard Blvd., Toledo, Ohio 43614-2926
Telephone (419) 382-5654
Fax 419-382-5586

Draft
4/4/2014
Cathy Mott

Building Use Request Form

Please Print

Contact Information:

Member Non-Member 501C3 / Community Service Organization

Name/Organization: _____

Responsible Person: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Church Member Reference: _____ Phone: _____

Building Areas Requested:

Sanctuary Parlor Chapel Choir Room Classrooms Gym Kitchen Dining Room
Entire Basement Level Entire Building

Purpose for Request: _____

_____ Will you need storage space? Yes No

Are Church Keys required? Yes No ● Is Audio/Visual Equipment required? Yes No

Date of Event: _____ Time - From: _____ To: _____

Date of Event: _____ Time - From: _____ To: _____

Date of Event: _____ Time - From: _____ To: _____

Recurring Schedule Weekly Monthly Other (See Reverse Side)

Day(s) of the Week Needed:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Day(s) (i.e. 1st Tues.): _____ Time - From: _____ To: _____

► I agree to abide by the rules and regulations contained within the pages of this document concerning the use of Park Church Building facilities.

Signed/Responsible Party _____ Date _____

Rental Fee: _____	Date _____
Deposit Rec'd: _____	Date _____
Balance Due: _____	Date _____
Deposits Refunded: _____	Date _____
Key Deposit: _____	Date _____

Do not write in this space, office use only.	
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>
Date: _____	
Building Administrator	

Weekly/Monthly 2014

Please mark out the days of a month that you require, only if days and times vary. Fill in the time on the days needed.

(i.e. 1st and 3rd Thursday of the month)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 st week of the month							
2 nd week of the month							
3 rd week of the month							
4 th week of the month							
5 th week of the month							

Additional Information: _____
