

Building Use Request Form (July 1, 2017 – June 30, 2018)

Return completed form to: Office Administrator, Praise Christian Fellowship, 52 New Hartford Road, Barkhamsted, CT 06063 (Phone 860-738-9039)

Today's date: _____
 Applicant/Event Coordinator: _____
 Address: _____
 Phone: _____ Email: _____

Requesting building for (please check all that apply):

- PCF Ministry
- Personal Use
- Community Event
- Fundraising Event
- Revenue-creating Event
- Other: _____

Is this request for?

- A one-time event:
 Day/Date: _____
 Time of event: _____
 Event set-up and clean-up: time: _____
- An ongoing event:
 Start Date: _____ End Date: _____
 Time: _____
 Frequency of event: _____

Note: Your event recurrence will end after four months if no end date is recorded.

Briefly describe event:

How many people do you anticipate at this event? _____

Requesting use of (please check all that apply):

- Sanctuary area
- Gym area
- Kitchen
- Conference Room 1
- Conference Room 2
- Nursery
- Lower level (multi-purpose room)
- Lower level (office)
- Lower level (youth room)
- Grounds

Will you need use of the video projection equipment?

- Yes
- No

Will you need use of the sound equipment?

- Yes
- No

Will you need use of the sanctuary platform?

- Yes
- No

Will you need any special chair/table set-up?

- Yes
- No

Will you need a key to access the building?

- I do not have a key.
- I already have a key.

Building Use Approval
 Approved by: _____
 Date: _____
 Additional stipulations of building use:

For non-PCF groups, we need proof of insurance (Certificate of Liability) with the following written on the certificate:

- Praise Christian Fellowship named as certificate holder
- Praise Christian Fellowship named as additional insured

I, the event coordinator, have received and agree to abide by the "Building Use Guidelines" and have also received the "Event Coordinator Responsibilities" and agree to fulfill these responsibilities.

Signed: _____ Print Name: _____ Date: _____

Note: To ensure that there are no conflicts with PCF ministries, PCF may not approve events more than two months in advance.