

# Building Use Request Form (July 1, 2018 – June 30, 2019)

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 (Pastor Ryan's office)
- 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.