

Facility Use Form

REQUEST FOR USE OF FACILITIES AT FIRST CONGREGATIONAL CHURCH OF BARRINGTON

- Room requested: _____
- Date requested: _____ Time: _____ to _____
- Group/individual requesting use: _____
- No. of people attending activity/event: _____
- Needs & amounts for event: (chairs, tables, etc.)

- Custodial service required? _____ (set-up, opening, closing, etc.) \$75 fee
- Planned activity for which use is requested:

- Name & address of person in charge of activity:

(name)

(mailing address) (city/state/zip)
- Phone number of person in charge of activity: _____
- Person in your group who is a church member _____

I agree to take responsibility to ensure that the facility is left as found, lights are turned off and doors are locked.

Signature of responsible party _____

Fee agreed upon: \$ _____ (date)

(signature of approval) (date)