

First Congregational Church of Saugatuck
Building Use Request Form
269-857-2929
office@1stcongregational.net

DATES:

HOURS:

(list open and close times for all activities, for example, wedding rehearsals, photo sessions, flower delivery, and etc.)

Requested by

Name:

Address:

City:

State:

Home Ph:

Work Ph.:

Date request submitted:

Church member: Yes: _____ No: _____

Purpose

Wedding/Rehearsal [Please contact church office for separate forms]

Renewal of Vows

Baptism

Funeral

Special Concert

Play

Fund Raiser (describe)

Family Events (Showers, Birthday, Anniversary Parties)

Facilities Requested (check all that apply)

Sanctuary

Chapel

Fellowship Hall

Kitchen

Parking Lot

Services Requested (check all that apply)

Resident Pastor:

Other Pastor:

Name:

Address:

Telephone:

Custodial Clean-up is required:

Church open/close is required:

Other (please explain):

In return for the use of services and facilities listed above, the applicant agrees to:

Pay for any damages done to church property while using the facility.

LEGAL NOTICE

Users will indemnify the church and hold it harmless from any and all claims, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the church premises, arising out of the use thereof, or occasioned wholly or in part by any act or omission of some third party.

Attorney's fees and costs: In case the church shall be made a party to any litigation commenced by or against the church, then user shall pay all costs, expenses and reasonable attorney fees incurred or paid by the church in connection with such litigation. User shall also pay all costs, expenses and reasonable attorney fees that may be incurred or paid by the church in enforcing any of the rules or agreements in this agreement.

Applicant signature _____ **Date** _____

Church Approval (church use only)

Fee: \$ _____ Date Paid: _____

Pastor's approval: _____ (Pastor approves baptisms, weddings, funerals, other religious services.)

Trustee approval: _____ Date: _____

Trustee host/liaison: _____ Request or notification date: _____