

Building Use Application/Agreement
First Church Unitarian

Approved by
Standing Committee
5-18-15

978-486-3044
office@fcuittle.org

19 Foster St.
Littleton, MA 01460

Date of application _____

Applicant name _____ Organization _____

Email address _____ Telephone _____

Mailing address _____

Are you a Church Member? _____

Event description _____

Date requested _____ Time: from _____ to _____

Set-up and clean-up dates and times _____

Space(s) requested: Sanctuary Alliance Room Vestry/Upstairs Kitchen Dining Room Downstairs Kitchen

Anticipated attendance _____ Noise level: Quiet Lively Raucous

Will beer and/or wine be served? yes no No hard alcohol is allowed.

Use of the following is requested:

- Organ in the sanctuary yes no
- Grand piano in the sanctuary yes no
- Sound system in the sanctuary yes no
- Tables (#) _____ Chairs (#) _____

Attach the following as required by First Church Unitarian's Building Use Policy and Fee Schedule:

- Fees yes no
- Liability Insurance Certificate yes no
- Hold Harmless Agreement yes no
- Insurance Certificate for Liquor Liability yes no
- Littleton Town Permit for selling liquor yes no

I have reviewed and agree to abide by the conditions set forth by First Church Unitarian in the Building Use Policy, including the Fee Schedule and the terms for cancellations and refunds. The church office shall be informed of any changes/cancellations in a timely manner.

Applicant Signature _____ Date _____

Approved by Signature _____ Date _____

For office use only Application received (date) _____ Date/Time/Space availability confirmed _____
Agreement confirmed by: Sexton _____ Music Director _____ Minister _____
Approved, if needed, by Standing Committee _____ Added to Church Calendar _____
Agreement returned to applicant (date) _____