## **BUILDING USE APPLICATION**

Date of Application **First Church Unitarian** 🞏 New Application

 19 Foster Street or

 Littleton, MA 01460 🞏 Change Request

 (978) 486-3044

 *office@fculittle.org*Original Date:

# Date desired: Time: from to

# Setup and Cleanup Dates and Times:

# Event Description:

# Anticipated Attendance: Church Member or Pledging Friend? YES 🞏 NO 🞏

Requested by: Sponsoring Committee:

# E-mail Address: Telephone:

Mailing Address:

# Check Space(s) Requested: 🞏Sanctuary 🞏Vestry 🞏Upstairs Kitchen 🞏Alliance Room

#

#  🞏Dining Room 🞏Volunteer Center 🞏Downstairs Kitchen 🞏Emerson Room

Fundraising, admission or donation requested? (if yes, Fund Raising Form required) YES 🞏 NO 🞏

Alcoholic beverage service? YES 🞏 NO 🞏 If yes, Standing Committee Approval:

Musical Instruments Required: Organ (Sanctuary) 🞏 Piano (Sanctuary) 🞏 Sound System (sanctuary) 🞏

If yes to piano/organ, Music Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables (#): Chairs (#): Other:

Noise Level: Quiet Conversation 🞏 Lively 🞏 Ben Hur🞏

Sexton Services Required? YES 🞏 NO 🞏 (Please email sexton@fculittle.org to check availability)

If yes, please note that a separate, additional fee of $100 will be charged. Payment to be made directly to Sexton.

Recurring Schedule: One Time Only 🞏 Recurring 🞏 (Recurring schedules expire June 30th)

If recurring event, fill in and check all that apply: # of Times: *or* Until Date:

Every 🞏 Every Other 🞏 Week 🞏 Month 🞏

1st 🞏 2nd 🞏 3rd 🞏 4th 🞏 5th 🞏

MON 🞏 TUE 🞏 WED 🞏 THU 🞏 FRI 🞏 SAT 🞏 SUN 🞏

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. In addition, the Fund Raising and Scheduling Form, the Hold Harmless Agreement and the Insurance Certificate(s) are attached or shall be obtained, as required. **The church office shall be informed of any changes/cancellations in a timely manner.**

#  Applicant/User Signature Date Sponsoring Committee Initials and Date

***For office use only***

**Confirmed: Day** 🞏 **Date** 🞏 **Time** 🞏 **Space** 🞏 **By: Date:**

**Added to Church Calendar** 🞏 **Sent Confirmation** 🞏 **CC: Sexton Committee(s) Music**

**Notes:**