

United Church of Christ, First Congregational
11 West Main St., Norwich NY 13815
(607) 334-3434

BUILDING USE REQUEST

(updated 06/25/21)

Today's Date: _____

Organization/Group _____

Responsible Contact Person _____

Address _____

City/State/Zip _____

Email: _____

Telephone: Home/Cell _____ Business _____

Date(s) of Function: _____

Time (include setup and cleanup) _____

Room(s) requested _____

Nature of Function _____

Number of people expected _____

Special Requests (equipment, setup, etc.)

Do you have insurance coverage for property/personal injury? _____

If Yes, the UCC, First Congregational must be added to the policy as an "additional insured." Please attach a copy of the Certificate of Insurance showing compliance.

Other Relevant Information: _____

I have read and agree to abide by the *Policy for Use of Church Building and Grounds and addendums*.

Signature _____

Date _____