

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

BUILDING USE REQUEST

(updated 03/31/22)

Today's Date: _____

Organization _____

Responsible Contact Person _____

Address _____

City/State/Zip _____

Email: _____

Telephone: Home/Cell _____ Business _____

Nature of Function _____

Number of people expected _____

Date(s) of Function: _____ Time (from/to): _____

Room(s) requested _____

Special Requests (extra approval must be given):

Grand Piano (Nave) Approved by: _____

Portable Sound System Approved by: _____

Large Screen TV (Nave) Approved by: _____

TV with DVD Player (portable) Approved by: _____

Livestream equipment and staff Approved by: _____

Organ (Nave) Approved by: _____

TV with DVD Player (portable) Approved by: _____

Projector Approved by: _____

Extra tables and chairs or a special set-up Approved by: _____

Parking Lot Approved by: _____

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

Building Use Approved

Signature

Title

Date: