

**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 \_\_\_\_\_

Equipment Requests:

Grand Piano (Nave) Approved by: \_\_\_\_\_

Piano (Founders' Room) Approved by: \_\_\_\_\_

Piano (Chapel) Approved by: \_\_\_\_\_

Organ (Nave) Approved by: \_\_\_\_\_

Portable Sound System Approved by: \_\_\_\_\_

Large Screen TV (Nave) Approved by: \_\_\_\_\_

TV with DVD Player (portable) Approved by: \_\_\_\_\_

Livestream and sound equipment & staff Approved by: \_\_\_\_\_

Projector Approved by: \_\_\_\_\_

Projection Screen Approved by: \_\_\_\_\_

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

Parking Lot Approved by: \_\_\_\_\_

Other: \_\_\_\_\_ 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: