

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

**BUILDING USE REQUEST**

(updated 10/15/24)

Today's Date: \_\_\_\_\_

Organization \_\_\_\_\_

Responsible Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

1. Date(s) of Function: \_\_\_\_\_ Time (from/to): \_\_\_\_\_

2. Nature of Function: \_\_\_\_\_

3. Is the function open to the public?  Yes  No (If no, skip to # 5.)

4. Will music be played at the function?  Yes  No (If no, skip to # 5)

If answer to #4 is yes, the addendum *Reporting Copyrighted Music* must be filled out and returned to the church office no less than two weeks before the event.

5. Number of people expected \_\_\_\_\_

6. Room(s) requested \_\_\_\_\_

7. 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 & sound equipment & staff Approved by: \_\_\_\_\_

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

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

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

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

Other: \_\_\_\_\_ Approved by: \_\_\_\_\_

8. Do you have insurance coverage for property/personal injury? Yes No

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: