

Use this form to request the use of a room or rooms at the church. Complete this page for a single event. For a recurring event, such as a series of meetings or classes, give the dates and times on page 2.

Event \_\_\_\_\_ Event date \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

**Room(s) requested:**

Sunday School Room

Centennial Hall

Sanctuary

Kitchen

Access to building needed from \_\_\_\_\_ to \_\_\_\_\_

Event start time \_\_\_\_\_ end time \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Furniture & Equipment (Configuration of chairs and, if applicable, tables. Other equipment.)

Set up and tear down by (check one) Self \_\_\_\_\_ PUC \_\_\_\_\_

Catering, if applicable, by (check one) Self \_\_\_\_\_ PUC \_\_\_\_\_

Check here if you are requesting permission to serve alcohol \_\_\_\_\_

Proof of insurance required \_\_\_\_\_ (PUC will advise)

**Fee for use**

**Deposit**

**Acknowledgements**

I have read, understand and accept the building use guidelines of Picton United Church.

Signature of requestor \_\_\_\_\_ date \_\_\_\_\_

Signature of PUC representative \_\_\_\_\_ date \_\_\_\_\_

