

FEDERATED CHURCH BUILDING USE REQUEST FORM
224 N. Union Ave. Fergus Falls, MN 56537 218.739.3227
church@federatedff.org

1. Name of Individual/Organization: _____
Address: _____
Email: _____
Phone: Work: _____ Home: _____ Cell: _____

2. Are you or your group affiliated with Federated Church? Yes No

3. Federated Church Member Sponsor (if "No" above)

Contact Person: _____
Address: _____
Email: _____
Telephone: Work _____ Home: _____ Cell: _____

4. Dates of Requested Use: _____

5. Time begin: _____ Time End: _____

6. Purpose of the event/function: _____

7. Expected attendance: _____

8. Facilities Required: (Check room/s needed)

- a.) Nursery _____
- b.) Classroom: _____
- c.) Fellowship Hall _____
- d.) Gymnasium _____
- e.) Sanctuary _____
- f.) Kitchen: _____

(Note: Use of kitchen by outside groups may require a paid "supervisor" from Federated Church)

9. Equipment Needs:

- a.) Piano _____
- b.) TV _____
- c.) VCR/CD player _____
- d.) Screen _____
- e.) Other _____

(please see other side)

10. Agreements:

- a. I/We agree to hold Federated Church harmless for any negligent acts or omissions during the time I/We use the facility.
- b. I have been given a copy of the Federated Church Building Use Policy and agree that my guests or our group will abide by the governing policies and rules.
- c. As a group not affiliated with Federated Church, it is agreed we will provide a certificate of insurance for coverage of liability for accidents or intentional harm resulting in bodily injury or property damage during the time we intend to use Federated Church space.

11. Fee for use of the space will be payable upon conclusion of the event according to the fee schedule as listed in the Federated Church Building Use Policy. Upon conclusion of the event, if excessive cleaning is required by the Federated Church's custodian, or if damage to furnishings or the building is noted, the group or individual approved to use the space will be billed.

Signed: _____ Date: _____

Please empty garbage cans; replace with new bags. (Extra bags are in the maintenance office located across from the kitchen.)

Please remove trash from the building and place in the blue trash receptacle in the parking lot.