

CHRIST CHURCH UNITED CHURCH OF CHRIST

200 South White Oak Street

Annville, PA 17003

(717) 867-1641

secretary@ccucc.org

BUILDING UTILIZATION APPLICATION

Date of Application: _____

Requested Date(s) for use: _____

Requested Time: From _____ a.m./p.m. To _____ a.m./p.m.
(This time should include set up, tear down, and clean up.)

Specify part of building requested for use: _____

Purpose (please be specific) _____

Is it necessary to rearrange any furniture? _____ Yes _____ No

If yes, whom does the responsibility for set-up/tear-down belong to? _____ Church _____ Applicant

Attendance at the event _____ **is** _____ **is not limited to Christ Church members.**

Anticipated number of participants: _____ **Admission fee, if any:** _____

Food preparation by: _____ N/A _____ Outside Caterer _____ Applicant _____ Church Cooking Staff
(Please refer to Kitchen Prices Guidelines)

Custodial Service Requested: _____ Yes _____ No (If "No" the facility must be restored to it original condition.)

Special Equipment Needed (Please check all that apply):

_____ Sound System _____ TV/VCR _____ Tape/CD Player _____ Chalk Board

_____ Slide Projector _____ Easel _____ Kitchen *(see guidelines)* _____ Piano

_____ Other (Please specify) _____

Name of Organization: _____

Applicant Name: _____

Address: _____

Phone Number: _____ **E-mail Address:** _____

By signing this application, the person whose signature appears below signifies that he/she is responsible for the group and will see that the building is not misused, that youth groups have proper adult supervision, and that the building and grounds are used in conformity with the rules and regulations of the Christ Church Consistory. Also, the applicant who signs this application must be present at the time of the activity. It is hereby also understood that church activities have priority for the use of the building.

Signature of Applicant _____

FOR CHRIST CHURCH USE ONLY

Group Classification: _____ A _____ B _____ C _____ D _____ E

Fees (Check all that apply)		
	Building Rental Fee	\$
	Custodial Service	
	Kitchen Supervisor	
	Other Miscellaneous Charges	
	TOTAL CHARGES	

APPROVED / DENIED (Please circle one)

Date application was approved or denied _____

_____ Recorded on church calendar

_____ Applicant Notified

Signature of Consistory Member

Date