

**Macland Presbyterian Church
Building and Grounds Use Request Form
Community and Commercial**

Date of application _____ Requested start date _____

Group Name _____

Leader or Individual Responsible _____

Leader's address _____

Cell _____ Home _____ Work _____

Secondary Contact Name (required) _____

Cell _____ Home _____ Work _____

Number of participants involved _____ Frequency of use _____

Day(s)/Date(s) of use requested: First choice _____ Second Choice _____

*Time of use: *Set up begins _____ Event begins _____ *Clean up and departure at _____*

Room(s) and /or Outdoor areas requested: _____

****Note: Any change in above times and/or dates must have prior approval***

Waiver and Use Agreement:

I have read and shared with all necessary parties the Guidelines for Community and Commercial use of our Building, Grounds and Kitchen and hereby agree to all terms and responsibilities.

Signature of Leader or Individual Responsible

Return this completed form to Church Administrative Assistant; you will be notified after review.

(Below is for office use only)

Date received in office _____

Date reviewed by Facilities Team _____

Action: Approved date _____ or Unable to approve at this time _____

Revised 2/10/17