

Church Facility Reservation Request and Agreement

This Church Facility Reservation Request and Agreement (the "Agreement") constitutes the binding legal agreement between St. Michael's ("Church") and Applicant whereby Church shall grant to the Applicant a limited, conditional license to use the Facility designated below according to the terms and conditions contained herein, as well as the terms and conditions of the Church Facility Use Policy already delivered to Applicant.

Name of Person Booking Meeting/Event (Applicant): _____

Sponsoring Organization Name: _____

Is the Applicant a registered member of the Church? Yes _____ No _____

Applicant address: _____

Applicant's "Authorized Representative" for meeting/event: _____

Email address for Authorized Representative: _____

Phone number(s) for Authorized Representative: _____

Date Requested: _____
Month Date Year S M T W TH F S
Recurring: Circle One: Weekly Monthly
S M T W TH F S
N/A Every other week

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From _____ AM To _____ AM Event Start Time: _____
 PM PM

Description of Event/Activity: Room(s) requested ("Facility"): _____

Fees:
1. Deposit fee of \$ _____. 2. Maintenance Fee of \$ _____.

Acknowledgement:

The undersigned acknowledges that he/she is authorized to sign this Agreement on behalf of the Applicant, and further acknowledges the truth and accuracy of the statements contained herein. The undersigned acknowledges s/he has received and read the Church Facility Use Policy, and agrees that the proposed use of the Facility will not violate any terms contained therein.

APPLICANT:

CHURCH:

(Signature / Organization / Date)

By: _____
(Authorized representative)

By: _____
(Signature of authorized representative)