



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: _____

Email address for Applicant: _____

Phone number(s) Applicant: _____

Room requested: _____

Amenities needed (Ex. TV, kitchen, etc.): _____

Description of Event/Activity: _____

Number of People Attending: _____

Date Requested: _____
Month Date Year S M T W TH F S

If Recurring Check One: Weekly Monthly S M T W TH F S

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

From _____ To: _____

Event Start Time: _____

Fees: <Office Use Only>

1. One-time or Maintenance Fee of \$ _____ 2. Monthly Maintenance Fee _____

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: _____
(Church Representative)