

REQUEST FOR BUILDING USE
First Christian Church
(Disciples of Christ)
205 E. Kirkwood Avenue
Bloomington, IN 47408
Office: 812-332-4459 fcc@fccbloomington.org

Name of Group: _____ Event Attendance _____

Mailing Address: _____

Contact Person: _____ E-mail: _____

Home Phone: _____ Work Phone: _____ Cell _____

Non-Profit Group yes no Is contact person FCC member? yes no

Reason for use of our facility (be very specific):

Dates and Times Requested (indicate dates in order of preference)
(Times stated should include set-up and tear down.)

Date _____ Arrive _____ Leave _____

Date _____ Arrive _____ Leave _____

Date _____ Arrive _____ Leave _____

Fully explain space (room size/multiple rooms) **and equipment needs** (piano, organ, music stands, easel, chairs/tables, sound system, kitchen, dishes, tablecloths, etc.)

Will you need rehearsal time? Date _____ Times _____ (begin & end)

(If rehearsal use is not requested at this time; you will have to submit another request for use of our space for rehearsals which will be subject to another approval process.)

If a public event, will you charge admission? yes no

Will you need space for a reception? yes no

Will you be bringing in food? yes no

Will you need a room for childcare? yes no

Please complete the above information and return to the church office. This request will be reviewed at the weekly staff meeting. If approved, an agreement along with a release of liability will be sent to you for your signature. **Your event will be placed on the calendar after all paperwork and payments have been received.** Disclaimer: The church reserves to right to modify or cancel your request in the case of an emergency/conflict (i.e. funeral, power outage, etc.)