

REQUEST FOR BUILDING USE

**First Christian Church
(Disciples of Christ)
205 E. Kirkwood Avenue
Bloomington, IN 47408**

Office: 812-332-4459 Fax: 812-961-0227 fcc@fccbloom.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.)