

6a(1). BUILDING USE APPROVAL FORM (Rev: 8/11)
(Required Prior To Scheduling Non-Church Use of Church Facilities)

Plymouth Congregational Church UCC
916 West Prospect Road. Fort Collins, CO 80526

Name of Organization or Individual: _____

Required Approvals:

Use by Religious or Community Organizations:	
_____ Sponsor (Program Staff or Church Council Member)	_____ Date
_____ Approval (Member of Ministerial Staff)	_____ Date
Recitals:	
_____ Approval (Chair of Music Committee)	_____ Date
_____ Organ Use Approval (Chair of Music Committee)	_____ Date
Personal Event Use by Active PCCUCC Members (no approval required):	
	<input type="checkbox"/>

The following statements must be signed by one or more persons, one of whom must be present at every event:

I accept responsibility for the activities and conduct of all participants during PCCUCC facilities use by the organization or individual specified above.

I have read and understand the current PCCUCC Building Use Policy and will ensure that it is followed during all use of PCCUCC facilities.

I understand that I/we are responsible for paying the full cost of repairing any damage incurred by my/our use of the facilities.

Signed: _____ Phone: _____ Need building key

Signed: _____ Phone: _____ Need building key

Signed: _____ Phone: _____ Need building key

Signed: _____ Phone: _____ Need building key

For office use only:

<input type="checkbox"/> \$50 Damage deposit collected: <input type="checkbox"/> Damage deposit not required: (Class 1 Organizations or Personal Event Use) <input type="checkbox"/> Damage deposit returned:	Number of keys issued: ____ <input type="checkbox"/> All keys returned:
Proposed Organization Class: <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	

6a(2). BUILDING USE APPLICATION FORM (Rev: 8/11)

**Plymouth Congregational Church UCC
916 West Prospect Road, Fort Collins, CO 80526**

Name of Organization or Individual: _____

Description of Event(s): _____

Date(s) for Building Use: _____

Beginning Time: _____ Ending Time: _____

Facilities desired (please check):

Religious or Community Organization:	Class 1	Class 2	Class 3
Classroom(s): Nbr. of rooms ____	<input type="checkbox"/> no fee	<input type="checkbox"/> free-will offering	<input type="checkbox"/> \$25 per use
North Room:	<input type="checkbox"/> no fee	<input type="checkbox"/> free-will offering	<input type="checkbox"/> \$50 per use
Fellowship Hall:	<input type="checkbox"/> no fee	<input type="checkbox"/> free-will offering	<input type="checkbox"/> \$100 per use
Minimal Use of Kitchen:	<input type="checkbox"/> no fee	N/A	N/A

Recitals:	Active Members	Non-Members
Sanctuary, Fellowship Hall, & Kitchen:	<input type="checkbox"/> \$85	<input type="checkbox"/> \$175
Custodial Fee if on Friday or Saturday:	<input type="checkbox"/> \$15 (collect for 1 hour est.)	<input type="checkbox"/> \$15 (collect for 1 hour est.)

Personal Event Use by Active Members	
Fellowship Hall & Kitchen:	<input type="checkbox"/> \$100
Dishes & Dishwasher:	<input type="checkbox"/> \$75

The following statements must be signed by one of the persons who signed the Building Use Approval Form for this Organization or Individual:

<p>I understand that top priority for church facilities is always given to church programs and events and that all events scheduled by this form are tentative – subject to rescheduling should a future conflict arise.</p> <p>I understand that all fees must be paid in advance for all dates that the above PCCUCC rooms are scheduled.</p> <p>I understand that if any of the facilities uses scheduled by this form are no longer required, I must notify the Church Secretary as soon as possible.</p> <p>Signed: _____ Phone: _____ Date: _____</p>

Comments: _____

For office use only:

Number of days scheduled: _____	<input type="checkbox"/> Approval on File
Total fees per day: _____	
Total fees collected: _____	Classrooms Assigned: _____

