



SPACE USE AGREEMENT

Building space to be used (check one):

*Committed
to serving
Jesus Christ*

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Washington Seminar Center
(day use only) |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Chapel / Annex |
| <input type="checkbox"/> Library or Meeting Room(s).
Mtg Rooms requested? _____ | <input type="checkbox"/> Kitchen |

•

*Caring
about each other
and the needs
of a broken world*

Date(s) requested: _____ Time in: _____ Time out: _____

Name of Organization: _____

Number of individuals using space: _____

Person responsible for group: _____

Address: _____

Phone: _____ Email: _____

*Community
exploring faith,
joyfully sustained
by the love of God*

In the case of sanctuary usage, do you plan to use the organ or the piano (additional fee of \$60)? If so, who is your musician and what is their training?

Please also include their contact email or phone. _____

Additional information or requests: _____

Fee charged for space use: _____ Amount paid: _____
Balance due: _____

I assume responsibility for the group's proper use of the facilities, return of keys, and building security in the area of our use during the hours indicated (signed by person named above).

_____ Date: _____

Please return to Olivia James, Church Administrator. Contact information at left.