

st. peter's

UNITED CHURCH OF CHRIST



3106 E. Carmel Dr. Carmel, IN 46033 / 317-846-6882 / 317-844-0984 (Fax) / <http://www.stpeterscarmel.org>

Building Use Request Form

Date: _____

Name or Organization: _____ Not-For-Profit: Yes / No

Responsible Person: _____ Phone: _____ Email: _____

Church Member Yes / No

Date(s) requested: _____ Time: From _____ To _____

_____ One-Time Event

_____ Weekly

_____ Monthly

_____ Other (*check one*)

Will there be a fee charged for participation or attendance to the event? Yes / No

Amount of fee per participant: _____

Estimated number of participants: _____

Describe space requirements: _____

Describe the activity: _____

Kitchen Yes / No

Custodial Required Yes / No

Certificate of Insurance Yes / No

Religious Purpose of Activity: _____

(for office use only)

Date Received: _____

Accepted: _____ Signed: _____ Date: _____

Rejected: _____ Signed: _____ Date: _____

FEES:	_____
BUILDING USE	_____
KITCHEN	_____
CUSTODIAL	_____
TOTAL	_____

Note: Approval is required by Governance Council before use of facility. Council meets monthly.