

# First United Presbyterian Church of Milliken, Colorado

## Application for Building Use

*\*Request Cannot Be Processed Unless Form Is Filled Out Completely\**

Our church strives to be a welcoming facility, with open doors to the various needs of our community. Please complete this form and return it to the church office ([office@millikenpres.org](mailto:office@millikenpres.org)) at least **14 days prior to the date of the event** to allow sufficient time for processing the request and adding the event to our calendar. We hope you enjoy the use of our facility.

Event Title: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please select one: One time Use - Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Recurring Use - Frequency and Schedule of Use: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_ (Facility closes at 10:30 pm)

Number of Attendees: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Room(s) or Space Needed: \_\_\_\_\_

### Please Mark All Needs That Apply For Your Event

- TVs or projector screen
- Sound System
- Kitchen
- Additional Tables & Chairs
- Other \_\_\_\_\_

*Please Note: You are responsible for your own clean up. The First United Presbyterian Church is not responsible for injuries caused by moving furniture. All furniture that is moved must be returned to original position.*

*The undersigned agrees to the conditions and restrictions of this agreement. The **Building Use Policy** has been read and is acknowledged as authoritative by both parties. It is understood that failure to comply with all building regulations may lead to termination of the agreement. If information is missing or inadequate, this form may be rendered null and void. All fields are required.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_