

CLIFTON PARK CENTER BAPTIST CHURCH

REQUEST FOR USE OF CHURCH FACILITIES

(1)
 Date Submitted: _____
 Submitted By: _____
 Using Group Name: _____
 Contact Name: _____
 Email: _____
 Phone: _____
 Address: _____

*** Call church secretary 518-371-2063 for availability per Church Calendar.** Secretary, initial here: _____

(2) Request use of:

- Sanctuary Other
- Fellowship Hall (specify): _____
- Multi-purpose Room
- Kitchen

(3) Purpose of facilities usage:

(4) Will children be on premises during the function?

- No
- Yes, Person supervising: _____

(5) Date(s) and time(s) requested*:

- _____
- One time use
- Multiple use, frequency: _____

(6) Are modifications to the facility required?

- No
- Yes: Person responsible for restoring the premises:
 Name _____

(7) Person responsible to open and secure facility:

Name _____
 Phone _____

(8) For non-CPCBC member groups:**

CPCBC Member Sponsor Name: _____

Sponsor's phone: _____ Email: _____

****Please attach a "Certificate of Insurance" with liability limit of at least \$100,000 (standard form available from your group's or personal homeowner's insurance carrier).**

Insurance Company _____

Agent/contact name & phone: _____

 FOR COUNCIL USE ONLY

- Approved Not Approved Need More Information ← (Use for Final Decision)

MaryEllen Eyer			John Hicks			Art Sabourin			Terry Burks		
A	NA	NMI	A	NA	NMI	A	NA	NMI	A	NA	NMI

COMMENTS/ADDITIONAL INFORMATION (use other side if necessary): _____

Multiple Use Request Must Be Filled Out Annually – Request Expires Dec 31st of Each Year