

## Palm Schwenkfelder Church Application for Use of Building

Name	Phone Number H# _____ W# _____ Cell # _____ Best Time to Call _____			Date of Event
Address _____				
Nature of Use	Are You a Member ? Yes _____ No _____	# In Attendance	Start Time (Including Set-up)	End Time (Including Clean-up)
Space Requested (Circle) Sanctuary _____ Kitchen _____ S.S. Room # _____ Church Grounds _____ Fellowship Hall (Max Cap 160) _____ Library _____ Meeting House (Specify) _____ Other (please Indicate on Back) _____		Special Requests and Equipment Requested (circle or other) Table/Chairs _____ VCR and TV Monitor _____ Sound System (operated only by Church) _____ Other _____		
Will you use a caterer? (circle) Yes _____ No _____		Caterer Name and Phone Number _____		
Fees (Please Refer to Fee Schedule) <b>Security Deposit Due With Application (Please see Schedule for instructions and procedures)</b>				

I have read and understand the attached rules and assume the responsibility for all fees applicable and for any damage incurred. I also assume responsibility for the proper conduct of all participants.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**To be Completed by the Church** Application Date Approved \_\_\_\_\_ Approved By \_\_\_\_\_

Not approved \_\_\_\_\_ Date Application Was Received in Church Office \_\_\_\_\_ Deposit Amount and Date \_\_\_\_\_

Check # \_\_\_\_\_ Balance Amount and Date \_\_\_\_\_ Balance Amount Paid and Date \_\_\_\_\_

Deposit Check Date Returned \_\_\_\_\_ Sexton Payment Date and Amount \_\_\_\_\_