

# Saint Barnabas Application for Building Use (Community Groups)

This application and related guidelines apply to one-time and repeated non-profit building use such as for educational, cultural and social awareness events, meetings, public lectures, forums, concerts, rehearsals and family-oriented events.

*Note: Written acceptance of this application by the rector, or a person approved by the rector, and the signature of a person representing the organization applying for use, establishes an agreement to use the facility according to Saint Barnabas guidelines. Until such an agreement is made, the applicant has no reservation of Saint Barnabas facilities. A donation deposit is due when the agreement is made. The total donation is requested on the date of the event.*

Application is for: One-Time \_\_\_\_\_ or Repeated Use \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Outside Organization: \_\_\_\_\_ Nonprofit 501(c) 3? Yes \_\_\_ No \_\_\_

Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Is applicant a Saint Barnabas Church Member: Yes \_\_\_ No \_\_\_

Purpose of Event \_\_\_\_\_

How large a group do you expect? \_\_\_\_\_ Do you expect: Children? \_\_\_\_\_ Youth? \_\_\_\_\_ Adults? \_\_\_\_\_  
(mark all that apply)

If this application is for a regularly repeated use, what is the expected schedule – and what is the end date?  
(Some examples: 'Every Week on Thursday', 'First Monday of the month', 'Every other Wednesday')

Schedule: \_\_\_\_\_

Facility to be used: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Specific Other Requests/Needs of Group: \_\_\_\_\_

Estimated Donation: \$ \_\_\_\_\_ (Please consult donation scale.)

**By signing this application form, I state that I have read the attached "Guidelines for Building Use at Saint Barnabas", and agree to abide by all guidelines.**

Signature of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Approved by Rector: _____	Date: _____
Tour Guide: _____	Date: _____
Deposit: \$ _____ Total Donation: \$ _____	Date Due: _____ Date Paid: _____
Does the group have a key to the building? Yes ___ No ___	
Who will open the building? _____	Time: _____
Who will close the building? _____	Time: _____