

Saint Barnabas Parish Application for Building Use

(Parish Groups)

This application and related covenant apply to regular and one-time building use by parish organizations for events such as special meetings, fellowship & worship events; regular committee meetings; seasonal worship services; choir rehearsals; and education and fellowship opportunities.

Note: Written acceptance of this application by the rector, or a person approved by the rector, and the signature of a person representing the group or committee organizing the event, establishes an agreement to use the facility according our parish covenant. Until such an agreement is made you have not reserved the building for your use.

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

Event: _____

Parish Organization: _____ Contact's Name: _____

Phone Number: _____ E-mail: _____

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: _____

Special Equipment requested (Mark all that apply): TV _____ DVD/Video _____ Screen _____
Projector _____ Easel/Chart Pad _____ Coffee Maker _____ Money boxes _____

Please note: A member of the group must be trained on most equipment, and all must be requested at the time of application.

Specific Other Requests/Needs of Group: _____

Methods of Publicity (Mark all that apply): Bulletin notice _____ Sunday announcement _____
Parish Website _____ Posters _____ Newspaper _____ FCTV _____ Other _____

Please ask at the church office for information on how to publicize your event.

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

Signature of Contact: _____ Application Date: _____

Approved by Rector: _____ Date: _____

Who will open the building? _____ Have Key? _____ Time: _____

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