

First Unitarian Universalist Church of Berks County
416 Franklin Street, Reading, PA 19602-1019
(610) 372-0928

Building Use Application

Applicant Name: _____

Organization Name: _____

Address: _____

Phone: _____

Space Requested: _____

Date of Use: _____

Time of Use (please include time needed for set-up and break-down):

Arrival _____ Departure _____

Purpose: _____

Number of Persons Expected: _____

Audio-Visual Requests: _____

Person Responsible: _____

Addresses & Phone if different from above:

Church Member Sponsor, if applicable: _____

Phone Number: _____

Is Church Sponsor able to provide gatekeeper services? Yes _____ No _____

I agree to pay the rental fee for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature: _____ Date: _____

For Office Use Only

Application Received: Date _____ Office Administrator's Initials _____

Gatekeeper Assigned: _____

Phone: _____

Authorized Approval: _____

Date: _____

Deposit Received: _____ Office Administrator's Initials: _____

Check Number: _____

Balance Received: _____ Office Administrator's Initials: _____

Check Number: _____

Application Denied: _____

Date: _____ Reason: _____

Building was returned to the condition in which it was received:

Gatekeeper Signature: _____

Date: _____

Security Deposit Returned:

Date: _____ Check #: _____

*Adopted: 7/10/07
Revised: 1/18/11*