

Name of person requesting building use \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Are you a member of our church? ☐ Yes or ☐ No **OR** Pledging Friend? ☐ Yes or ☐ No

Do you have a member of our church in your organization or group? ☐ Yes or ☐ No

Name of your group or event \_\_\_\_\_

Please provide purpose of your group or event on the back.

Please provide mission statement on the back, if applicable.

Is your group a non-profit? ☐ Yes or ☐ No **(If yes, please provide copy of 501(c)(3))**

Is your group a start-up or grassroots org. not intending to make a profit? ☐ Yes or ☐ No  
**(If yes, please provide statement on back to this intention.)**

Is your event a fundraiser? ☐ Yes or ☐ No

Please write on back how your group/organization/event will help fulfill one or more of the church's ends (goals)?

How many are expected to attend? \_\_\_\_\_

What spaces are needed? Please check all you will need.

☐ Small | up to 8-30 attending | Classroom | Rm 5, 6, Library, 8/9

☐ Medium | up to 40 attending | Chapel or Parlor

☐ Large | up to 100 attending | Fellowship Hall w/ Kitchen, Sanctuary

☐ X-Large | over 100 | Sanctuary (300 max), Fellowship Hall (200 max chairs / 114 max tables)

☐ Would you like to hire our Custodian/Facility Management for set up, breakdown, and building management of your event? Fee \$30 per hour (4 hr min.)\*

Dates needed (suggest plan for entire year): \_\_\_\_\_

Name of all board members/leaders \_\_\_\_\_

Will there be alcohol? ☐ Yes or ☐ No

### Office Use:

Reviewed by Minister or Director of Membership & Administration on \_\_\_\_\_

\_\_\_\_ Denied & Why \_\_\_\_\_

\_\_\_\_ Granted & Notes \_\_\_\_\_

Provided Proof of Non-Profit status? ☐ Yes or ☐ No ☐ N/A

Notes: \_\_\_\_\_

☐ Church Group/Event ☐ Denominational/Interfaith Event ☐ Community Partner

Purpose of your group or event

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Mission statement

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Start-up or grassroots organization's statement not to make a profit.

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How will your group or organization help our church fulfill one or more ends (goals)?

Our ends (goals) can be found at [www.concorduu.org/about-us/our-mission-and-vision](http://www.concorduu.org/about-us/our-mission-and-vision)

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