

Building Use Request Form Liverpool Community Church

Today's Date _____

Title & Date of event _____

Group (Team) Name _____

Time(s) needed _____

Area(s) requested (Adventure Center, gym, meeting room, etc.)

How many people do you anticipate will be involved? _____

Person responsible for event:

Address _____

Telephone # _____ email _____

Other than the room(s), what equipment will be used (# of tables? # of chairs? microphone? etc.)

Please remember to provide proof of insurance **with LCC as an additional insured** before your use of the building. You are responsible for the behavior of your participants. There is no alcohol, tobacco or drug use on the premises. Foul language and behavior disrespectful to other individuals, the facility or the surrounding neighborhood will not be tolerated. Use of the building is at the discretion of LCC. Any selling of refreshments will be provided by LCC.

Signed _____ Date _____

(Please return to LCC, 800 4th St., Liverpool, NY 13088)

Approved by _____

(Fax: 315-701-0797)