



First Church of Lombard
UNITED CHURCH OF CHRIST

*** APPLICATION ***

For Use of Church Facilities

Name of Organization: _____ **Date:** _____

Circle One: CIVIC PROFESSIONAL RELIGIOUS PRIVATE SOCIAL SELF-HELP
OTHER _____

Person Responsible: _____ **Phone No.:** _____

Mailing Address: _____

FACILITY DESIRED: __ MULTIPURPOSE ROOM; __ CLASSROOM; __ CHAPEL;
__ FELLOWSHIP HALL; __ KITCHEN; __ CONFERENCE ROOM;
__ OTHER _____

Areas Needed: _____ **Expected Attendance:** _____

Purpose of Activity: _____

Request is for (Circle one): WEEKLY MTGS. MONTHLY MTGS. ONE-TIME MTG.

Date(s) requested: _____ **Days of Week:** _____

Times: OPEN DOOR _____ START TIME _____ END TIME _____ LEAVE _____

OPTIONAL - Our group would like you to call us if the following space or dates become available: _____

Please provide any additional information regarding your event, or any special requests you may have: _____

SUBMITTED BY: _____ **TITLE:** _____

(To be attached to Facilities Use Agreement if and when effected)

- The administrative staff of First Church of Lombard has the authority to review and approve applicants for usage within a range of the usual requests.
- Any request which may be considered unusual will require Church Council approval.
- Application forms should be returned **at least one week prior to date of event.**
- *NOTE: Requests for dates for September 2008 and later will not be accepted or confirmed until March 2008.*