



The Union Baptist Church of Mystic

gathered in 1765 on Baptist Hill in Mystic, CT 06355

Telephone 860-536-9659

Fax 860-536-8848

REQUEST to USE CHURCH PROPERTY

Requestor: Please fill out your name, organization, address, the date, your request and sign.

Note: Items must be returned to the church within one week of date borrowed.

Fees: User will be responsible for all replacement or repair charges if property is lost or damaged.

Name

Date of Application

Name of Non-profit Organization

Address

City

State

Zip Code

Phone Number

Email Address

Request to use church property. Please check all that apply:

Tables, 8 ft. Qty: _____ Tables, 6 ft. Qty: _____ Card Tables, Qty: _____ Chairs, Qty: _____

Video / Audio Equipment (specify): _____

Other (specify): _____

Date/s Required: _____ **Time:** _____ am/pm to **Date** _____ **Time:** _____ am/pm

for the following event: _____

(Use reverse side for additional information)

Membership Status: Member Non-Member Friend/Colleague of Union Baptist Church

I understand and agree to replace or repair property if it is lost or damaged.

I certify that this application is for a non-profit organization.

Your Signature

Date:

For UBC Buildings & Grounds use only: Please do not fill out

FIRST ENDORSEMENT: From: Church Office _____ Administrative Assistant

Church calendar reviewed

Conflict with Church calendar

Comments _____

SECOND ENDORSEMENT: From: Buildings & Grounds _____ Buildings & Grounds

Comments _____

THIRD ENDORSEMENT: From: Minister _____ Minister, Rev. Lonnie Brown

Comments _____