The Union Baptist Church of Mystic

gathered in 1765 on Baptist Hill in Mystic, CT 06355

Telephone 860-536-9659 *Fax 860-536-8848*

Requestor: Please fill out your name, organization, address, the date, your request and sign.
Note: Moving the pulpit requires special permission from the Board of Trustees.
Fees: There is a $100.00 fee for use of facilities. There is an *additional* $100.00 fee for clean-up of the facilities, unless you agree to clean up yourself after your event.

Name *Date of Application*

Name of Non-profit Organization

Address

City State Zip Code Phone Number Email Address

Request to use the Church Facilities. Please check one.

☐ Sanctuary ☐ Fellowship Hall ☐ Morgan House (indicate room): _____ ☐ Kitchen

☐ Parking Lot only (NO fee) ☐ Other (specify): _____

Event Date: _____ **(S M T W Th F S)** **Time:** _____ am/pm to _____ am/pm

for the following event: _____

(Use reverse side for additional information)

If using the sanctuary and your request to move the pulpit is accepted, the pulpit may be moved by the Trustees ONLY.

Check one: ☐ Yes, please move the pulpit on: _____ ☐ No, it is not required that pulpit be moved.
(Date)

I understand and agree to pay $100.00 for use of the above requested space ***plus*** $100.00 for set up/clean up services.
I certify that this application is for a non-profit organization. ☐ Waive fee. ☐ Will clean-up.

_____
Your Signature **Date:**

For UBC Board of Trustees 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 & Music _____ B & G

Comments _____

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

Comments

Revised Nov. 2018