

Date of Application \_\_\_\_\_

**First Church Unitarian**

19 Foster Street  
Littleton, MA 01460  
(978) 486-3044

**FACILITY USE REQUEST  
FOR NON CHURCH RELATED ACTIVITIES**

Date desired: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Space Requested \_\_\_\_\_

Requested by \_\_\_\_\_

Group/Organization \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_  
Are you a member of the church (circle one.)  
YES NO

Purpose/Activity \_\_\_\_\_

Are you charging and Admission or asking for donations? \_\_\_\_\_

Equipment needed (check all that apply)

- Tables  Piano  Sound System (sanctuary only)
- Chairs  Organ  Other \_\_\_\_\_

(The Music Director of the church must approve the use of piano/organ.)

Do you intend to serve alcohol (circle one) YES NO

The church office must be informed of any changes/cancellation in a timely manner.  
(See refund policy printed in the building use policy brochure)

I have reviewed and agree to abide by the conditions set forth by First Church Unitarian

\_\_\_\_\_  
Signature Date

To be completed by the FCU Office			
Amount of Deposit required	Date deposit due	Date received	Insurance Certificate
Amount of balance	Date balance due	Date received	Comments
Approved by: _____		Date: _____	
Added to Outlook		Added to FCU calendar	

All long term agreements expire on June 30<sup>th</sup>.

cc: FCU Treasurer, Sexton

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Updated 8/1/04