

BROADFORDING CHURCH OF THE BRETHREN FELLOWSHIP
14010 Greencastle Pike, Hagerstown, MD 21740
301-791-5432

APPLICATION FOR USE OF FACILITIES

Date of Application: _____
(Response will be given within 14 days from receipt of application.)

Name of Group, Individual, or Organization: _____

Address: _____

Telephone Number: _____

Date(s) of Event(s): _____ Beginning: _____ Ending: _____

Time of Event: _____ Time Entering Building: _____ Time Leaving Building: _____

If access to the building is required prior to the date of the event, please give date and time:

Date: _____ Time Entering Building: _____ Time Leaving Building: _____

Contact Person or Persons:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Person or Persons Responsible at the Function: _____

Please state briefly the purpose of your meeting or your intended use of the building, including type of facility needed, and size of room required: _____

Number in Group: _____ Number of Tables Needed: _____ Number of Chairs Needed: _____

Equipment Needed: _____

Will the use of the kitchen facilities be required? _____ Yes _____ No

(Permission for use of kitchen equipment will be decided on a case-to-case basis.)

Insurance coverage for this event(s) will be provided by: _____

Policy No.: _____ Effective Date: _____

Signature of Authorized Person(s) Date

Title(s)

Follow-up comments (for church use only): _____ (Date) _____ _____ (Date) _____ Approval granted by _____ Date _____
