

CHURCH USE REQUEST

Please complete this form and give it to the Pastor, Council President or Church Secretary. Place it in one of their mailboxes (near the back door in the kitchen) or mail to: South China Community Church, PO Box 335, South China, ME 04358. You will be notified as soon as possible regarding your request after Council review.

Date of Request: _____

Individual/Group: _____
(Who is making the request?)

Contact Person: _____

Contact Information: _____
(How do you want us to contact you?)

Facilities: _____
(Memorial Hall, Sanctuary, Kitchen)

Date(s): _____
(If this is a regularly occurring event, please describe)

Time(s): _____
(Please provide start & approximate end times)

Additional Requests: _____
(Building opened early, refreshments supplied, music, etc.)

CHURCH CONDITIONS:

- 1) All decorations & other property brought into the church shall be promptly removed after the event
- 2) Any church furniture which is moved shall be promptly returned to its proper place
- 3) If the kitchen is used, preparation areas shall be cleaned & items/ utensils washed & put away

If the party requesting use is not a SCCC member or part of a member family, a donation would be appreciated to help cover our building costs.

THANK YOU!