

DATE OF USE: _____ DAY: _____ TIME IN: _____ TIME OUT: _____

Highlight space requested:

Lounge, Wells Hall, Sanctuary, Classrooms, Nursery, Kinderkirk, Kitchen

Building Use Agreement New Ark
United Church of Christ

Revised: April 2014

Date of receiving request: _____ Church Representative: _____

Contact Person: _____ Email address: _____

Home Address: _____

Phone: Home: _____ Cell: _____ Work: _____

Emergency Contact Person: _____ Phone: _____

Sponsoring Group: _____

Nonprofit: _____ Yes _____ No IRS Tax ID #: _____

Describe activity, including number of people expected: _____

The New Ark UCC is a non-smoking facility.

The church is not to be held responsible for any lost, damaged or stolen property or personal injury.

This agreement/contract is entered into between the New Ark United Church of Christ, 300 East Main Street, Newark, DE and the Rental Party as noted herein and signed below.

Signature of Responsible Party:

Signature: _____ Date: _____

Please return this form to the **New Ark UCC, 300 E. Main Street, Newark, DE 19711**. We will call to notify you of the acceptance or non-acceptance of this contract. You may also call us with any questions, check for available dates, or to seek any other information about using our facility: 302-737-4711.

When accepted by the church, signature of Church Representative: _____