

# Building Use Request Form Liverpool Community Church

Today's Date \_\_\_\_\_

Title & Date of event \_\_\_\_\_

Group (Team) Name \_\_\_\_\_

Time(s) needed \_\_\_\_\_

Area(s) requested (gym, sanctuary, meeting room, etc.)  
\_\_\_\_\_

How many people do you anticipate will be involved? \_\_\_\_\_

Person responsible for event:  
\_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ email \_\_\_\_\_

Other than the room(s), what equipment will be used (# of tables, # of chairs, microphone, projector-\$75 extra, etc.) Please keep in mind that we are not a conference center. We may not be able to accommodate last minute changes or an extra fee may be incurred. You must provide laptop & all connections for the projector.

Please remember to provide proof of insurance **with LCC as an additional insured** before your use of the building. You are responsible for the behavior of your participants. There is no alcohol, tobacco or drug use on the premises. Foul language and behavior disrespectful to other individuals, the facility or the surrounding neighborhood will not be tolerated. General first aid supplies are not available. Use of the building is at the discretion of LCC. Any selling of refreshments will be provided by LCC.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Please return to LCC, 800 4th St., Liverpool, NY 13088)

(Fax: 315-701-0797)