

MAYFLOWER CONGREGATIONAL CHURCH  
2901 West Mt. Hope Ave., Lansing, MI 48911  
Telephone (517) 484-3139; email info@mayflowerchurch.com

APPLICATION FOR USE OF BUILDING

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone at work: \_\_\_\_\_ at home: \_\_\_\_\_ cell: \_\_\_\_\_

email: \_\_\_\_\_

Space required (circle): Sanctuary? Social Hall? Social Hall plus Kitchen?

Date needed: \_\_\_\_\_ Starting when? \_\_\_\_\_ Ending when? \_\_\_\_\_

Number of people expected (and organization if applicable): \_\_\_\_\_

Cost for space required plus janitor's fee (see fee page) \_\_\_\_\_

Do you intend to serve alcoholic beverages (very important: see below): \_\_\_\_\_

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

Important: If you intend to serve alcoholic beverages in the Social Hall, you must purchase and/or provide (Host) Liquor Liability insurance (liability = \$300,000 or more) with the church named as an additional insured. The church must receive a copy of the certificate at least one week before the event. You may not sell alcoholic beverages; there must not be a cash bar. You may only give alcoholic beverages to your guests as part of the event.

Any user of our building assumes responsibility for any damages to church property. Mayflower Congregational Church is not responsible for any accident or injury occurring on these premises during the user's tenure and traceable to the user's activities.

\*\*\*\*\*Office Use\*\*\*\*\*

Payment in the amount of \_\_\_\_\_ received on (date): \_\_\_\_\_

by: \_\_\_\_\_

Church representative responsible for this event: \_\_\_\_\_

If applicable, copy of Host Liquor Liability insurance received on (date): \_\_\_\_\_

by: \_\_\_\_\_