

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?

Date needed: _____ Starting when? _____ Ending when? _____

Number of people expected (and organization if applicable): _____

Total cost for space required (Sanctuary = \$300, Social Hall = \$300) : _____

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 of \$300,000 or more) with the church named as an additional insured. (Ask your insurance agent if you can simply add it to your Homeowners Insurance.) 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 or 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:_____