

# The Episcopal Church of the Holy Family, Mills River, NC

## Facility Usage Application

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The purpose of this Facility Usage Application (the “Application” or “User Application”) is to provide a User the method to formally request permission to utilize the Church Facilities (with User and Church Facilities as defined herein). Any group or individual (the “User” or the “Applicant”) requesting use of The Episcopal Church of the Holy Family Church (the “Church” or “Church Facilities”) must be in keeping with the doctrine and beliefs of our Church and Diocese of Western North Carolina.

### ACTIVITY INFORMATION

#### Activity and intended purpose of the event:

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Date(s): (mm/dd/yy)	<b>Number of people expected:</b> Adults: Children (Under the age of 18):
Time and duration of event:	<b>Time(s) access required for setup and breakdown:</b>

#### Category of Organization (select one):

- Church function     Church member private function  
 Non-affiliated, outside the church, Non-profit organization  
 Non-affiliated, outside the church, For-profit group

#### Space(s) Requested:

- Sanctuary/Parish Hall     Kitchen     Nursery     Annex  
 Field     Playground     Pavilion     Parking lot     Bathrooms

**Equipment requested:** NOTE: Please write number needed beside each item checked.

- Chairs #:     Round Tables #:     Rectangular Tables #:     Audio Visual Equipment (specify):

#### If kitchen use is requested, please specify needs:

- serving counter only     refrigeration     stove & oven     microwave  
 dishwasher     ice machine     place settings     coffee pots

**Will alcohol be served?** If yes, please specify what food and beverages will be served (both alcoholic and non-alcoholic). Who will be appointed to oversee the serving of alcohol?

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### GROUP INFORMATION

Group/Person Making Request:

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Responsible Party:

Address:

Phone:

Contact Person for Group (If Other Than Responsible Party):

Address:

Phone:

I have access to the building(s)       I will need access to the building(s)

### AGREEMENT

I have read the conditions outlined on Church of Holy Family's *Facility Usage Policy* form and agree to abide by same, and to make every effort to ensure that our guests do likewise, if we are permitted the use of these facilities.

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Signature of Applicant

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Printed Name

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Date:

*End of Application*