

**Assumption Of the Blessed Virgin Mary Catholic Church
Building Use Application**

Name/Name of Group: _____

Facilities requested (circle all that apply):

FLC Gym	FLC Conference Room	FLC Kitchen
FLC Library Area	Church	Church Narthex
Ministry Center Lg Room	Ministry Center Sm Room	Ministry Center Kitchen
Church Activity Center	CAC Conference Room	Church Nursery/Preschool
School All Purpose Room	School Classroom(s)	School Kitchen

Other (please specify): _____

Purpose: _____ Estimated Attendance: _____

Date(s): _____ (Circle) Mon. Tues. Wed. Thu. Fri. Sat. Sun.

Set up time: From _____ a.m./p.m. To _____ a.m./p.m. Set up arrangements must be included in writing (include all A.V. needs, diagrams, etc.) and submitted with this application.

Activity starts at: _____ a.m./p.m. Ends at _____ a.m./p.m.

This application is made for the use of facilities in accordance with the rules and regulations of the ABVM facilities guidelines and policies.

We agree to abide by the guidelines and policies, including:

- To submit to the established policies of priority use which may result in some cancellations.
- To indemnify and pay ABVM for any damage to, loss or theft of church/school property during applicant's use of the building.
- To furnish bond covering liability and property damage, if required, to the Michigan Catholic Conference.
- To enforce the "No Smoking" rule.
- That the projected use is in keeping with the tenets of the Catholic Church and the Assumption Parish Mission Statement.

Applications should be submitted to the Church Office at least **four weeks** in advance of the date of the event. Please direct questions or report cancellations to the Church Office at Assumption of the Blessed Virgin Mary Catholic Church at (616) 361-5126.

Name(print) _____ Signature: _____

Return Address: _____

Phone (_____) _____ Date: _____

For ABVM Office Use Only

____ Yes ____ No	ABVM Parish Function
____ Yes ____ No	After hours custodial assistance or coverage required.
____ Yes ____ No	Insurance bond required.
____ Yes ____ No	Rental fee required. If "Yes," Rental fee charged: \$ _____
____ Yes ____ No	Approval by Parish Personnel

Signature: _____ Date: _____