

Application for Use of Church Facilities

1. Individual/Organization (Print): _____ 2. Fed ID. # _____
3. Category: _____1: Community _____2: Individual _____3: Meetings/Non Profit _____4: Members
4. Name of Applicant (Print): _____
5. Mailing Address: _____ Phone Numbers: _____
_____ Email Address: _____
6. The use of: Hall _____ Conference Room _____ is hereby requested as follows:
a. Date of use: _____ From: _____ To: _____
b. Day before: _____ From: _____ To: _____
7. Type of Function: _____ 8. Approx # People: _____
9. START TIME: _____ 10. END TIME: _____
11. Use of PA System YES _____ NO _____ 12. Consumption of Alcohol: YES _____ NO _____
13. Rental Fee's: a. Hall \$ _____
b. Conference Room \$ _____
c. Day Before \$ _____
d. Early Opening \$ _____
e. PA System \$ _____
TOTAL: \$ _____

I have received the Application Form and read and agree to abide by the RULES OF OPERATION and GENERAL GUIDELINES FOR FACILITIES USE of the Puna Hongwanji Mission. I understand that any Violation of the Rules or Guidelines may result in the forfeiture of the Security Deposit.

Organization: _____ Applicant: _____

Title: _____ Signature: _____ Date: _____

14. \$ _____ Received By: _____ Date: _____
Deposit () Cash () Check No. _____ Receipt # _____ Date: _____
Refunded Amount: _____ Check #: _____ Date: _____
Comments: _____

15. \$ _____ Received By: _____ Date: _____
Fee () Cash () Check No. _____ Receipt # _____ Date: _____

16. **APPROVED BY:** _____ Date: _____