



Building Use Application & Guidelines

First Christian Church
201 West Third
Maryville, MO 64468
(660) 214-3414

This form is to be completed by all non-church groups using the facilities of First Christian Church (Disciples of Christ), 201 West Third, Maryville MO 64468.

Name of Organization _____ Telephone _____

Name of one (1) other officer or person in the organization, other than the person making the application _____ Telephone _____

List purpose or nature of meeting(s):

Dates(s): Please choose the appropriate category below (A for regular meetings, B for others)

A. Every (weekday) _____ from (month) _____ to (month) _____

Time: _____

Exceptions: _____

B. Date(s): _____

Time(s): _____

Please choose which space(s) you would like to use:

- Fellowship Hall (large room on main floor)
- Kitchen
- Room 106 (room across from the kitchen suitable for small groups)
- Sanctuary
- Chapel
- Nursery
- Classrooms (located downstairs) Rm # _____
- Recreation Room (large room downstairs)

Other Requests:

_____ Key to the church building Key # _____

_____ Coffee maker (specify size _____)

_____ Preferred Room Temperature _____

_____ Other _____



Building Use Application & Guidelines

First Christian Church
 201 West Third
 Maryville, MO 64468
 (660) 214-3414

Please use the separate online form to request equipment use. Thank you.

Requested use of church-owned property and equipment beyond the assigned space. ([Online form here.](#))

Item (be specific about names & quantities if applicable)	Intended Use (if other than at FCC, where specifically)	Check out date	Return date

Is there anything you'd like to note for the AV team, or any questions you have for them?

Request for use must be approved before usage is permitted. You will be notified of approval or decline of approval after your request has been processed through the Head of Department and the Office Administrator or Senior Pastor—usually within two weeks of receipt of request.

 (Signature of person making application)

 (Signature of Department Head)

OR

 (Signature of Senior Pastor)

 (Signature of Office Administrator)



Building Use Application & Guidelines

First Christian Church
201 West Third
Maryville, MO 64468
(660) 214-3414

Restrictions and waivers

No smoking, marijuana, or alcohol are allowed in the church. No alcohol or marijuana is allowed on the church grounds.

First Christian Church warrants that it carries liability insurance coverage for First Christian Church ONLY. A group may choose to carry their own liability insurance at their own cost.

Date application made: _____ Deposit Required: \$75
(refunded upon acceptable inspection of location)

- I have read and agreed to the Building Use Expectations provided by First Christian Church regarding the expectations of the requested location.
- I understand that any meeting changes or additional building use needs that are not on this application will need to be requested separately with a call or email to the Office Administrator before I can use the property for that change or additional use.

(Signature of person making application)

(Address)

(Telephone number)

(Email address)

For Office Use

Approved By: _____ Date: _____

Checklist Given To: _____

Deposit Received: _____ Date: _____

Location Inspected: _____ Date: _____

Deposit Returned: _____ Date: _____

OR

Deposit Used:

Amount: _____ Reason: _____
