

Building Space Application Form

Unity Centre for Spiritual Living, 1226 Naylor Lloyd Rd, Girard, OH 44420
Office 330-539-0122 www.unitycentre.org

Person Requesting Use (please print): _____

Member YES _____ NO _____

Contact Person: _____

Address: _____

Telephone #: Home _____ Cell: _____

Date: _____ **Time:** Begins _____ am/pm Ends _____ am/pm

Date: _____ **Time:** Begins _____ am/pm Ends: _____ am/pm

Event Description:-

1. Approximately how many people will attend? _____

2. Which area of the building do you wish to use? *Chapel* _____ *Fellowship* _____ *Both* _____

3. What equipment/furnishings will be needed? (mark all that apply)

Sound System _____ Microphone _____ Other _____

4. Will you be burning candles or using other flammable items? YES _____ NO _____

I understand that all set up is the responsibility of the renting party. If a member is renting, the space must be left clean after use, all dishes and coffee pots washed and put away, any chairs or equipment or furnishings replaced as they were found. Arrangements for locking and securing the building upon departure is the responsibility of the member. I understand the Board of Trustees may request further information in order to evaluate this request.

Alcoholic Beverages are not permitted.

Requesting Party Signed: _____ Date: _____

Approved By: _____ Date: _____