



# REQUEST TO USE PROPERTY FORM

CHRIST EPISCOPAL CHURCH  
 321 WEST AVENUE  
 RED WING, MN 55066  
 1-651-388-0411

Date application completed: \_\_\_\_\_

PLEASE TYPE OR PRINT:

Name of person making request \_\_\_\_\_

Name of Group or Committee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime tel.#( ) \_\_\_\_\_ Evening tel.#( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Dates requested \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Item/property requested \_\_\_\_\_

Reason for Request or Use \_\_\_\_\_ Time of event \_\_\_\_\_

Rehearsal time/date if applicable \_\_\_\_\_ Honorarium

Given \_\_\_\_\_

Name of insurance carrier the organization carries for property liability:

*In making this application, it is recognized that the person/organization requesting use of personal property of the church is liable for any/all damage to the property. The organization will be responsible for any and all repairs and/ or replacements of items. The organization wishing to use Christ Episcopal Church property releases the church from any liabilities resulting from their use of said property. **General liability insurance is required as well as a certificate of insurance showing limits of \$1,000,000 combined single coverage.***

Signed by \_\_\_\_\_ Name of Organization

**FOR OFFICE USE ONLY**

Date Y N

Approval given by Rector:					
Property Committee Approval:					
Property Committee Member:					
Requesting Party notified of approval by:					
Amount honorarium given: \$	Check #	Cash Receipt #			
Church key issued out by:	# of Keys	Returned:			
Requesting Party issued Use of Facilities Policy					
Amount of Deposit: \$	Check#	Cash Receipt #			