



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 #			