

**MONTAUK COMMUNITY CHURCH
ORGANIZATION USE OF CHURCH**

ORGANIZATION NAME _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

SECONDARY CONTACT: _____

TELEPHONE CONTACT # _____

USE OF CHURCH BUILDING:

DAY OF WEEK _____

TIME OF DAY _____

(IF MONTHLY-DAY OF USE) _____

EQUIPMENT KEPT @ CHURCH _____

LOCATION OF EQUIPMENT _____

NAME(S) OF KEY HOLDER _____

WHICH DOOR IS USED FOR ENTRY _____

SIGNATURE OF CONTACT PERSON _____

DATE _____

By signing this, the contact person assumes responsibility for the church building during the time of occupancy. Keys may not be lent to anyone other than those assigned keys.

IF LIGHTS or HEAT IS LEFT ON, or DOOR LEFT UNLOCKED, THE ORGANIZATION MAY BE CHARGED AN ELECTRICAL/FUEL FEE, TO BE DETERMINED BY THE MONTAUK COMMUNITY CHURCH SESSION.