Application for Use of Central Moravian Church Facilities
(to be submitted not less than seven days prior to an event)

Contact Person:

Name _________________________________________________________
Organization ___________________________________________________
Address _______________________________________________________
Phone Number (cell phone preferred) ________________________________
Email _________________________________________________________

1. Chapel (check area needed):

   Upper Level _______ Lower Level _______

2. Christian Education building (check room(s) needed):

   Nitschmann Hall _______ Kitchen _______
   (Lower Level) (Lower Level)

   Zinzendorf Parlor _______ Benigna Auditorium _______
   (Lower Level) (Upper Level with stage)

   Other classrooms: Basement _______ Main Floor _______ Second Floor _______

3. Sanctuary _______

Type of Activity ______________________________________________________________________

Date(s) of Activity ____________________________________________________________________

Time(s) of Activity ____________________________________________________________________

Time you wish facility to be opened/closed:_______________________________________________
(Please be prompt, someone will be waiting for your arrival)

Number attending _______________ Special Needs ______________________________________________________________________

Number of Tables _______________ Chairs ______________________________________________________________________

Please make a sketch of room set-up on reverse side of sheet.

I understand that insurance liability will be the responsibility of the group using the facilities. Please submit a Certificate of Liability Insurance, naming Central Moravian Church as the additional insured, to the church office one month prior to your event.

Certificate of Liability Ins. Received _________________
Indemnification Declaration _______________________
Signature of Requester ____________________________ Date _________________
Approved by ____________________________________ Date _________________

Rev. January 2020