

SAINT MICHAEL'S PARISH

25 South Street ▪ P.O. Box 248

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SAINT MICHAEL'S PARISH BUILDING USAGE REQUEST FOR USE OF SPACE

Date: _____

Name of Organization: _____

Contact Person: _____

Address: _____ Telephone: _____

Date requested: _____ Start time: _____ End time: _____

Purpose of request: _____

Facility requested: _____ Estimated number of people: _____

Activity will be restricted to the date and area requested unless prior arrangements are made.

Alcohol Policy: Any use of alcohol must be approved by the Rector, Wardens and Vestry prior to the event. The Diocesan guidelines will be used to determine permission to serve alcohol. Additional liquor liability insurance coverage may be required.

The person whose name appears above agrees that the organization will abide by the Building Use Guidelines of St. Michael's Parish. It is also agreed that any damage whatsoever to the building or any part thereof shall be paid for by the party using the building.

A copy of your insurance declaration must be on file at St. Michael's **one week prior to the event.**
If a safety officer is required for traffic control or any other additional staff, this staff will be paid for by the renter.

Hold Harmless Agreement signed: _____

Certificate of Insurance enclosed: _____

Approved: _____ Date: _____