



# BLACKWOOD UNITING CHURCH

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## 2011 ROOM USE AGREEMENT CHURCH GROUP BOOKING FORM

### CONTACT INFORMATION

GROUP NAME \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ POST CODE \_\_\_\_\_  
PHONE Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

### ROOM INFORMATION

ROOM(s) BOOKED \_\_\_\_\_

**For regular bookings** (please also indicate weeks/months when group does NOT meet)

DAY of the week \_\_\_\_\_ Wkly, Mthly \_\_\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

DAY of the week \_\_\_\_\_ Wkly, Mthly \_\_\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

Dates /which weeks? \_\_\_\_\_

### **For "One Off" bookings**

DAY of the week \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

DAY of the week \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

DAY of the week \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

DAY of the week \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

DAY of the week \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

DAY of the week \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TIMES: From \_\_\_\_\_ To \_\_\_\_\_

**KEYS** required? Yes/No - Back Door/Office Issued \_\_\_/\_\_\_/\_\_\_

### USER AGREEMENT

The Coordinator agrees to ensure that Church property is not misused or damaged and that the area used is left clean and tidy, furniture stored appropriately, all lights and heaters are off and the building is secured on departure. When keys are provided these must not be duplicated or used other than for the above hire times.

Smoking is not permitted. Alcohol may not be consumed on the premises (unless prior written approval is given).

Activities likely to cause damage (including Karate) are not permitted.

The Church Public Liability insurance covers ALL Uniting Church approved activities.

Users need to be familiar with the evacuation procedures displayed throughout the building

**I accept the above conditions of use** - signed \_\_\_\_\_ (Coordinator) Date \_\_\_/\_\_\_/\_\_\_

### OFFICE RECORDS

Booking accepted by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Booking(s) Entered in Book Date \_\_\_/\_\_\_/\_\_\_

Other Comments \_\_\_\_\_

**\*\*ROOM USE AGREEMENT FORM TO DATA ENTRY PIGEON HOLE\*\***

Data Entry completed by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ **Form FILED in Booking Folder**