

First Congregational Christian Church
2610 E. Northern Lights Blvd.
Anchorage, AK 99508-4119
907-272-8363 office@fccak.org

Building Use Request

Directions:

1. Contact the FCC Office to determine availability of the requested space(s) and time.
2. Complete Facility Use Request and return to church office for approval.
3. FCC will approve or deny request in a timely manner.
4. If the request is approved, the contact representative will then complete the appropriate Building Use Agreement contract and any additional forms required.

.....
Today's Date _____

Organization/Group (User) _____

1. Contact person(s) for User:

Address: _____

Phone: _____ Cell: _____

Email: _____

2. Date(s) or day(s) requested: _____

3. Is this a long-term or recurring event? _____

If yes, Describe: _____

4. Time: From _____ am/pm To _____ am/pm

5. Approximate number of people attending _____

6. Will you be charging an admission/registration fee for this event? _____

.....
_____ Request Approved

_____ Request Denied

Representative of First Congregational Church

Date

Explanation of request denial (if necessary):