



THE DRAYTON AVENUE PRESBYTERIAN CHURCH
BUILDING AND GROUNDS COMMISSION
APPLICATION FOR BUILDING USE

Today's Date: \_\_\_\_\_

Request is hereby made for use of The Drayton Avenue Presbyterian Church as follows:

Name of Individual/Group: \_\_\_\_\_

Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

Room/space Requested: \_\_\_\_\_

Day: \_\_\_\_\_

Date: \_\_\_\_\_ (Please see reverse side for additional requests)

Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of Persons expected to Attend: \_\_\_\_\_

Responsible Contact Person:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Additional Needs: \_\_\_\_\_

THIS APPLICATION IS NOT FINALLY APPROVED UNTIL LICENSE IS SIGNED.
DRAYTON AVENUE RESERVES THE ABSOLUTE RIGHT TO REFUSE TO GRANT A
LICENSE TO ANYONE WITH OR WITHOUT REASON.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Return this Application 60 days prior to the event to:

The Drayton Avenue Presbyterian Church

Attn: Building Use Coordinator

2441 Pinecrest Drive, Ferndale, MI 48220

(248) 546-8360

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For Building Use Coordinator

Date Received: \_\_\_\_\_

Cleared on Calendar: \_\_\_\_\_

Fee: \_\_\_\_\_

Sexton: \_\_\_\_\_

Referred to Commission: \_\_\_\_\_

Referred to Session: \_\_\_\_\_

Approved by Commission on: \_\_\_\_\_

Approved by Session on: \_\_\_\_\_

Comments:

Room/space Requested: \_\_\_\_\_

Day: \_\_\_\_\_

Date: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of Persons expected to Attend: \_\_\_\_\_

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Room/space Requested: \_\_\_\_\_

Day: \_\_\_\_\_

Date: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of Persons expected to Attend: \_\_\_\_\_

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**PLEASE CONTACT KEN SEAWELL TO DISCUSS A LICENSE FEE**

**Fees are intended to at least partially cover the church's costs for maintaining the space, paying for insurance, heating, etc. However, you are welcome to request a reduction or waiver of the license fee by writing below the reasons for such request.**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_