

SIGN OUT FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH
The Board of Trustees - January 2007

Four documents associated with Building use:
GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH
DEPARTMENT OF HEALTH SAFETY RULES
USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH
SIGN OUT FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

YES NO - Is responsible person a NPC (North Presbyterian Church) member?

Responsible person: _____

Person use: _____

or

Group/Organization: _____

Address: _____

Telephone number: _____

DATE(S) REQUESTED: _____

Liability Insurance Policy: _____

__Personal use: 1 hundred thousand/group/day

or

__Organization/Group: 1 million/occurrence with NPC named as "additional insured"

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NPCUSEONLY

YES NO - Is insurance approved by NPC

YES NO - Is above event approved by the Board of Trustees Building Use Representative?

YES NO - Key sign out: Name:

YES NO - Key returned on: ____

YES NO - Post event inspection: