



Application for Use of Church Facilities

St. Thomas Syro Malabar Church of San Francisco
200 N Abbot Ave, Milpitas, CA 95035

Name of Applicant: _____ FID # _____

Phone #: _____ Email: _____

Description of event: _____

Date Facility Required: ___/___/___ Time: From: ___ A.M./P.M To: ___ A.M/P.M

Initials Conditions for the Use of the Facility:

_____ **Supplies:** Bring your own supplies, this includes but not limited to Plates, Utensils, Glasses, Napkins, and Drinking Water etc. Items in church are not meant for private programs.

_____ **Food:** No food or drinks allowed inside Sanctuary, Sacristy or Administrative office rooms. Alcoholic beverages or items against catholic belief should not be served.

_____ **Furniture:** Tables and chairs should be returned to their original location in good condition. Any breakage or damage incurred is to be replaced and is to be immediately reported to vicar or trustees.

_____ **Cleanup:** After the event, vacuum the floor of the multipurpose-room as well and ensure that entire church premise is kept in its sanctity.

_____ **Trash:** Clean up the facility and dispose all the trashes into the dumpster located in the parking lot. Replace the trash cans with new bags after the event.

_____ **Liability:** The church assumes no responsibility for bodily injury or personal property damage while using its facilities. Person signing below should indemnify the church, its vicar, trustees and parish council in any such event.

I have read and agree to the above conditions and will be sole responsible person.

Circle the Items/Area that you intend to utilize from the Church.

- 1. Tables 2. Chairs 3. Canopy
- 4. Power for Hot Pots etc. 5. Power for Extra Items 6. Church ground for recreation
- 7. Other (describe) _____

I intend to donate \$ _____ towards the church operations fund.

Signature of Applicant: _____ Date of Application _____

----- FOR OFFICE USE ONLY -----

Approved: Yes No Date of Approval: _____

Approved By: _____ Signature _____

----- Return the Permit Sheet after the event -----

Self Verification: I _____ certify that my program upheld all the conditions above and returning this approval sheet back to Church office for final clearance of liabilities.

Email your application to kaikaran@syromalabarsf.org Emailing is not considered automatic approval. If you have not received a response in 24 hours, kindly call one of the Kaikaran