

# Form for Use of Church Property by External Groups

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Frequency of use: \_\_\_\_\_

**Hours of Use:**

Commence at: \_\_\_\_\_ (am/pm)      Finish at: \_\_\_\_\_ (am/pm)

**Names and addresses of persons in charge during use:**

(1) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(2) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Do you have your own child safeguarding policy and procedures?      Yes       No

Do you have appropriate (public liability and/or employers' liability and professional indemnity if appropriate) insurance cover for the activity?      Yes       No

Name of the Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Period of Cover: \_\_\_\_\_

Limit of Indemnity: \_\_\_\_\_

**To be signed by official / coordinator of the organisation / group**

Position: \_\_\_\_\_

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

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

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