



THE CHURCH OF THE INCARNATION

Building Use Application

Church of the Incarnation
292 Liberty Street
Harrisonburg, VA 22801
(540)432-5533

This application must be filed with the Parish Administrator a minimum of 7 business days prior to the date of the event. The completed form will be reviewed and upon determination of request, the applicant will receive a confirmation email and the event will be added to the church's calendar.

Name of Applicant: _____ Date of application: _____

Phone number: _____ Email Address: _____

Date of Event: _____ Type of Event: _____

Time in (including set-up): _____ Time out (including clean-up): _____

Who will attend? Open to public Private (by invitation only)

Estimated # of persons expected to attend: _____

Will alcoholic beverages be furnished? Yes No

If Yes, email a copy of your ABC license to parishadmin@theincarnation.org.

If you do not obtain an ABC license, there must not be any alcohol on the premise for the duration of your event.

Check the rooms you plan to use: Foyer Sanctuary Nursery

I am aware that I am responsible to cover costs of any damage done to the Church of the Incarnation property.

Applicant Signature: _____ Date: _____