

Annual Shared or Leased Property Checklist

District Board of Church Location and Building

Contact Information

CHURCH Name: _____

Address: _____

Phone: _____

Email: _____

Pastor: _____

Phone: _____

Email: _____

Trustee Chair: _____

Phone: _____

Email: _____

Church Council Chair: _____

Phone: _____

Email: _____

Organizations Sharing or Leasing Property

Renewal

The lease was previously reviewed and approved by the Board of Church Location and Building. Only the dates and rental / contribution amount have been adjusted. **A copy of the updated lease and updated certificate of insurance and/or hold harmless agreement must be attached.**

New

This is a new agreement or lease. **A completed "Shared or Leased Property Checklist" and all required accompanying documentation must be attached.**

List of Organizations Sharing or Leasing Property is on the Reverse

List of Organizations Sharing or Leasing Property

Organization Name: _____

Property Leased: _____

- Renewal** Lease or agreement attached Certificate of insurance or hold harmless attached
- New** "Shared or Leased Property Checklist" and all accompanying documentation is attached.
-

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Property Leased: _____

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