



WORSHIP · MUSIC · ARTS

# YALE INSTITUTE OF SACRED MUSIC

## Payment Request Form for “Use of Church”

Please complete the following when requesting payment for the use of a local church for a student recital or class. Form should be forwarded to ISM staff within 48 hours of the use of the church to ensure timely processing of payment.

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Date of use: \_\_\_\_\_

Purpose:             Class  
                       Student Recital  
                       Other (specify) \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

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