

REQUEST FOR USE OF CHURCH FACILITIES

[PLEASE PRINT]

Sponsoring Group/Organization _____

Type or Nature of Function _____

Dates of Proposed Use _____ (Please attach schedule if function is on-going)

Set Up begins at _____ **Event** begins at _____

Event ends at _____ **Clean Up** ends at _____

Anticipated Attendance (includes participants and guests) _____ Admission Fee \$ _____

Person responsible for facility use _____

Address _____ Town/Zip _____

Home Tel. _____ Cell # _____

E-Mail _____

Facilities Fee \$ _____ Payment Rec'd. \$ _____ Check # _____

Sexton' Base Fee (\$25)* _____ **Damage Deposit \$100.00:** Ck. # _____ Dep. Ret'd. _____

*Contact the Sexton for additional services (i.e. furniture set up).

Key Issued: _____ Date picked up: _____ Date key returned: _____

Facilities Requested

- Sanctuary
- Jordan Hall
- Parlor
- Kitchen
- Fellowship Room
- Classroom
- Choir Room
- Parking Lot/Green

Room Use Specifics:

- **Nuts and products containing nuts are not allowed in the church.**
- Traditional candles are not permitted. Battery operated candles are allowed.
- It is requested that your group cover tables with cloth or paper for art type projects, and clean up thoroughly at the end of meetings (clean table tops and sweep/vacuum floor as needed). An upright vacuum cleaner is stored in Room 21, which may be used and returned to its storage location behind the double doors.
- Please bring large trash bags. You may use our dumpster but we do not supply trash bags.

Please check here if you will need to use the elevator to transport people to the main floor and sanctuary.

I have read and agree to abide by the rules and regulations for use of facilities at the First Congregational Church of Holliston.

Signature of person responsible for use of facilities

Date Request Submitted: _____

Approved by: _____ Date: _____

Office Use: Entered on Calendar _____