

REQUEST FOR USE OF CHURCH FACILITIES

[PLEASE PRINT]

Sponsoring Group/Organization _____

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 _____

My event includes food being served: ___ Yes ___ No Approx. # of people _____ Admission Fee \$ _____

Person responsible for facility use _____

Address _____ Town/Zip _____

Home Tel. _____ Cell # _____

E-Mail _____

Facilities Fee \$ _____ Dumpster Fee \$40 Yes ___ No ___ Check # _____

Damage Deposit \$150.00: Ck. # _____ Dep. Ret'd. _____

Facilities Requested

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

*** IMPORTANT INFORMATION ABOUT RENTING ***

- **Nuts and products containing nuts are not allowed in the church.**
- Playground use is not permitted.
- 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 meeting/rental. (clean table tops and sweep/vacuum floor as needed).
- Please bring large trash bags. If you use our dumpster there is a fee of \$40.

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

Please **Initial** the Following Policies:

_____ I agree to check to ensure all food served is nut free. _____ I understand playground use is not permitted.

_____ I understand my deposit will be forfeited if I do not adhere to the above policies.

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: _____

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