

FIRST CONGREGATIONAL CHURCH, UCC
4 Mead Street, Walton, NY 13856
USE OF BUILDING/EQUIPMENT APPLICATION

Date _____

Organization/Individual _____

Activity _____

Person in Charge _____ Phone Number _____

Date of Event _____ Hours _____ to _____

Number of people _____

Room(s) Requested: _____ Kitchen _____ Fellowship Hall _____ Parlor
_____ Sanctuary _____ Classroom

Needs: _____ Folding Tables (how many) _____ Chairs (how many)

If Organization, list Insurance Carrier _____

We welcome you into our Church home. Please read the following:

If you are not a member of our Church Family, a deposit will be required.

The person in charge is responsible for assuring that all areas/items used are left/returned clean and orderly. Should it be necessary for the Church to hire someone to clean the area used, you will be responsible for this fee.

There will be NO smoking and NO alcohol in the Church building or on Church grounds. Certain areas of the Church are off limits. Please see the secretary or a trustee for further information.

Signature of Applicant _____

Signature of Trustee(s) _____

If applicable, amount of donation fee required. _____

Date fee paid. _____

Examination of area/items: Prior to event Date/Initials _____
After event Date/Initials _____