

# Spring Glen Church

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## **APPLICATION FOR USE OF FACILITIES**

Application Date \_\_\_\_\_ Dates and Times Requested: \_\_\_\_\_

Name of organization \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

501c (3): \_\_\_\_\_ YES (please provide copy of 990) \_\_\_\_\_ NO

Is there any affiliation with Spring Glen Church? Please describe:

\_\_\_\_\_

Representative \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Space Requested\* \_\_\_\_\_

*\*Prospective renters should understand while efforts will be made not to disrupt any group's use of booked space, the church reserves the right to use the room in the rare event that an unexpected need arises. Remedies may include an alternative available space within the church, and/or a discount in the rental fee.*

Description of event \_\_\_\_\_

Number of people Expected \_\_\_\_\_ Equipment Requests? \_\_\_\_\_

Sexton Services? (required for Saturday night events) \_\_\_\_\_

Liability Insurance Carrier (please attach copy) \_\_\_\_\_

It shall be understood that the organization and individual representing the organization is responsible for all clean up, and any damage to the building, facilities or equipment that may have been incurred through that use. Any damage must be reported immediately to the Church Office.

I have received and read a copy of Regulations for Usage and the Safe Church Policy (and Kitchen Use Guidelines if relevant) and agree to adhere to the regulations and policy:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Additional Contact Person of Organization \_\_\_\_\_

\*\*\*\*\*CHURCH USE ONLY\*\*\*\*\*

Application, date received \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Security Deposit amount \_\_\_\_\_ (if none, church member responsible \_\_\_\_\_)  
Rental Fee, per schedule \_\_\_\_\_ Discounted to (approved by Pastor, Moderator, Trustees) \_\_\_\_\_  
Rental Fee after discount (if applicable) \_\_\_\_\_ Authorized by \_\_\_\_\_  
Heat surcharge (if applicable) \_\_\_\_\_  
Sexton fee (if applicable) \_\_\_\_\_ \_\_\_\_\_ Senior Trustee

Total usage, heat, and sexton) \_\_\_\_\_

Contract sent out, date \_\_\_\_\_ Signed contract received back, date \_\_\_\_\_