

Halifax Congregational Church
503 Plymouth Street
Halifax MA 02338
Telephone: 781-293-6393



Request for Building Use
(Please print)

Name of Group or Individual: _____

Responsible Party: _____

Mailing Address: _____

Telephone: _____

Email/Alternative Contact: _____

I would like to request the use of facilities on: _____ From _____ To _____ (Day of Week/Date) (Time Needed)
I would like to use the _____ to accommodate _____ persons _____ One Time Use _____ On-going Basis
Rental Fee: _____ Custodial Fee: _____
Check payable to: Halifax Congregational Church

We agree to reimburse this church for any damages to its buildings, grounds, equipment and personal property or loss of same, attributable to our occupancy.

We will respect your congregation's rules of conduct both written and established by custom, with orderliness, permit no smoking within the building and rooms and neither provide, nor permit, alcoholic beverages in or on the property.

We have reviewed the cleaning protocol and agree to leave your facilities clean and orderly, with chairs and tables returned to their proper locations.

The person named on this form is responsible for the building when in use, including lights, heat and securing the building when finished.

Please print name of person responsible: _____ Please sign name of person responsible: _____ Date: _____	We are pleased to be able to consider your request to use our facilities Approved by: _____ For the Board of Trustees Date: _____
----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------