



FLORENCE CONGREGATIONAL CHURCH

130 Pine Street | Florence MA 01062
Phone: 413-584-1325 | Fax: 413-584-0760
florencechurch@comcast.net | www.fccnorthampton.org

APPLICATION FOR USE OF CHURCH FACILITIES

Name of Organization _____

Is this organization non-profit, tax-exempt? No ___ Yes ___ Tax ID# _____

Liability Insurance? Yes ___ No ___ Certificate of Insurance? Yes ___ No ___

Contact Person _____ Phone # _____

Street _____ Town _____ State _____

Date Requested _____ Time Event Begins _____ Ends _____

Length of time needed prior to and after event (setup, cleanup, etc.) _____

Type of Program (describe fully) _____

Will refreshments be served? Yes ___ No ___ Type _____

Is there a fee for this program? Yes ___ No ___ Cost _____

Number of people attending _____

Area requested _____

Special equipment to be used _____

Signature _____ Date _____

(over)

General Requirements

1. Anyone wishing to use our facility must fill out this application indicating the rooms requested and the dates and times needed.
2. There is to be no smoking or alcoholic beverages in any part of the building.
3. Food and drink are allowed only in the Cobb Unit, Parish Hall and Chapel.
4. Use only the designated restrooms located in the hallway between the Parish Hall and Cobb Unit.
5. All lights must be turned off and all doors secured when leaving.
6. All rooms must be left exactly as found in terms of cleanliness and organization.
7. Upon approval, a refundable, ten dollar key deposit must be left if a key is needed; this can be picked up during office hours Tuesday – Thursday 9 – 1.
8. Park only in designated areas.
9. You will be notified by mail of the decision by the Board of Directors and, with approval, will receive a more comprehensive ‘Building Use Guidelines’ listing.
10. The Board of Directors meets on the third Wednesday of the month to decide on applications for building use. If you cannot make this deadline, please call the office.
11. The Board will determine if a fee is to be assessed and if not, a donation to help defray the costs of building maintenance would be appreciated. Fees are based on duration of use, program to be held and equipment being used.