



# Old First Presbyterian Church

## BUILDING USE FORM

Please return to the Church Office.

|   |                                   |  |           |
|---|-----------------------------------|--|-----------|
| Name of Organization:   |                                   | NYS Business ID:                                 |           |
| Room Requested:   | Proposed Date of Use :            | Time:  | Duration: |
| Number of People Expected:  | No. of Chairs Required:           | No. of Tables Required:                          |           |
| For what type of activity will room be used:  |                                   |  |           |
| Is this application submitted by a:   |                                   |  |           |
| <input type="checkbox"/> private individual   | <input type="checkbox"/> business | <input type="checkbox"/> non-profit organization |           |
| Function of Organization:   |                                   |  |           |
| In order to protect those who use the building and the Church for liability in the case of an accident, please indicate that adequate insurance provisions are in effect and that a Certificate of Insurance, listing Old First Church as an additional insured, will be provided:  |                                   |  |           |
| Give the names, addresses, and phone numbers of three references:   |                                   |  |           |
| 1.  |                                   |  |           |
| 2.  |                                   |  |           |
| 3.  |                                   |  |           |
| <ol style="list-style-type: none"><li>1. All organizations are required to use reasonable care in the use of the building and equipment.</li><li>2. It is requested that at the close of the meeting all windows are to be closed and locked, and the lights out.</li><li>3. The use of the building is to be confined to the space approved, plus the necessary corridor and bathroom facilities.</li><li>4. Use is fee based. <b>All deposits of \$100.00 are non-refundable</b></li><li>5. Any change in time, date or cancellation is to be reported to the Church Office (427-2101 or <a href="mailto:office@OldFirstChurchHuntington.org">office@OldFirstChurchHuntington.org</a>).</li></ol> |                                   |  |           |
| Name of Applicant (Please print:)   |                                   |  |           |
| Signature and Title of Applicant:   |                                   | Date:  |           |
| Email Address:  |                                   | Phone Number:                                    |           |
| Address:  |                                   |  |           |
| Date Approved:  | For Old First Church:             |  |           |

**NOT VALID UNLESS SIGNED BY A CHURCH OFFICER**