

APPLICATION FOR USE OF PROPERTY

To reserve the date, please return this form as soon as possible to:

CENTRAL BAPTIST CHURCH
115 Elm Street, PO box 95
Westfield, MA 01086

Office Hours: Monday through Friday, 9:00am – 12:30pm

Phone: (413)568-0429

Mrs. Harriet Stewart, Administrative Assistant

WE WISH TO USE:

_____The Sanctuary for: _____Wedding; _____Worship; _____Baptism; _____Other

_____Hays Hall; _____We plan to use the kitchen

_____Social Room; _____We plan to use the kitchen

PLEASE EXPLAIN CLEARLY WHAT YOU WILL BE DOING – We will be conducting:

(RENTAL) DATE: _____

If a wedding, when will the rehearsal be?

(RENTAL) TIME: FROM _____ TO _____

Date: _____ Time: _____

We agree that there will be *no smoking or drinking of alcoholic beverages* in the building.

We agree to make repairs for any damage caused by the use of the above named property.

NAME OF CHURCH OR ORGANIZATION: _____

Name of person responsible: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Approved by Trustee: _____ Date: _____

BUILDING USE FEES

1. USE OF SANCTUARY:

Summer Fees (May- October):	\$50.00 per hour
Winter Fees (November- April):	\$80.00 per hour
Custodial fee	\$50.00

2. USE OF HAYS HALL:

Summer Fees (May- October):	\$50.00 per hour
Winter Fees (November- April):	\$85.00 per hour
Kitchen Fee	\$150.00 per day
Custodial fee	\$50.00

3. USE OF SOCIAL ROOM (Includes Kitchen):

Summer Fees (May- October):	\$45.00 per hour
Winter Fees (November- April):	\$80.00 per hour
Custodial fee	\$50.00

4. ORGANIST FEE:

\$125.00

5. DEPOSIT FEES

25% (of total costs)

All deposits are non-refundable.

Please make checks payable to: Central Baptist Church
(Please note in memo section of check "For Rental")