

**USE OF FACILITIES**  
**THE FIRST CHURCH IN SWAMPSCOTT, CONGREGATIONAL**  
**40 MONUMENT AVENUE SWAMPSCOTT, MA 01907**  
Telephone: 781-5922-6081 Fax: 781-592-1879 Email: [Office@thefirstchurch.org](mailto:Office@thefirstchurch.org)

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REFERRED BY: \_\_\_\_\_

EVENT(S) OR PURPOSE OF FOR USE: \_\_\_\_\_

CHURCH CONTACT PERSON: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ # OF PEOPLE: \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ TO \_\_\_\_\_ (Time needs to reflect set-up and take down)

ROOM(S): Clarke Hall \_\_\_\_\_ Library \_\_\_\_\_ Mudge Parlor \_\_\_\_\_  
Sanctuary \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom (s) \_\_\_\_\_

ROOM SET UP REQUIREMENTS: \_\_\_\_\_

ROOM REQUEST: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE: \_\_\_\_\_

FEES:	USE OF ROOM FEE:	\$ _____
	CUSTODIAL FEE	\$ _____
	OTHER FEE	\$ _____
	TOTAL DUE	\$ _____

DEPOSIT (50% of total fees) \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE: \_\_\_\_\_

SECURITY DEPOSIT (if applicable): \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE: \_\_\_\_\_

*The security deposit will be returned 30 days after the event provided that there was no damage nor excess cleanup required after the event.*

**SMOKING IS NOT PERMITTED IN THE BUILDING. APPLCANTS ARE ONLY ALLOWED IN THE ROOMS AND REST ROOMS WHICH HAVE BEEN APPROVED FOR THEIR USE.**

The Church Council is responsible for all decisions regarding the Church property. The date of the event and the use of the room(s) must be approved by the Church Office before submission to the Church Council for authorization. Any change in this application must be approved through the church office before the facility is occupied.

**WAIVER OF INSURANCE**

We (I) , \_\_\_\_\_ shall indemnify, defend and hold harmless The First Church in Swampscott, Congregational, UCC, and its respective officers, employees, agents, and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against The First Church in Swampscott, Congregational, UCC and its respective officers, directors, employees, agents from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of The First Church in Swampscott, Congregational, UCC by the undersigned.

**NAME (OR NAME OF GROUP):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE (if applicable):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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