

HOLY CROSS LUTHERAN CHURCH

307 Hawkins Ave., Ronkonkoma, NY 11779 + Phone 588-9509 + E-mail: hlc@optonline.net

Application for Use of Facilities – Individuals, Groups & Organizations

Directions: Please complete all sections of this application and attached requested documents and fees. All applications for facilities use must be approved by the Holy Cross Lutheran Church of Ronkonkoma, New York Church Council. The Council meets on the second Tuesday of each month. All applications must be submitted three weeks prior to the Church Council Meeting. Applications received after the monthly meeting will be considered the following month. The decision of the Church Council is final. An Application will not be considered if it is incomplete, missing the required insurance certificate(s), has no fee attached (unless a special waiver has been obtained) or is not signed.

Section 1 – General Information

Name of Organization / Group: _____

Address: _____ City: _____ State/Zip: _____

Phone #: _____ Authorized Agent: _____ Title: _____

Phone # of Agent (if different than Organization #): _____

Type of Organization/Group: _____ Will minors be attending event?: _____

Type or Event: _____

Will Food be served? _____ Please specify _____

Section 2 – Dates and Times Requested:

One time Use Weekly Use Monthly Use Other Use, Specify Time Frame

Date(s) Facility Requested: _____

Weeks: _____

Months: _____

Note: If facility is requested for Weekly or Monthly use, please indicate all dates

Time of Event: FROM _____ AM/PM UNTIL _____ AM/PM Estimated attendance: _____
(Events must conclude not later than midnight.)

Section 3 - Facility Requested:

Fellowship Hall Fee One Time
 \$500.00 (maximum: 125 person occupancy)

Fees for Weekly and Monthly Use will be established by Council @ _____

A security deposit of \$100 is required.

