

HOLY CROSS LUTHERAN CHURCH

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Application for Use of Facilities – Use This Application for Church Member

Facilities Policy: Holy Cross Lutheran Church's facilities are available for church members and staff on a first come first serve basis. Applications must be presented at least one (1) month prior to usage date.

Date of Application: _____ Date/Dates Facility Requested: _____

Name: _____ Phone: _____

Address: _____

Room Requested: Fellowship Hall: _____

Purpose of Event: _____

Estimated Attendance: _____ (maximum: 125 person occupancy)

Room Requested From _____ am/pm to _____ am/pm (building must close no later than midnight)

Notes:

1. Requestor must be a member of Holy Cross Lutheran Church
2. No security deposit is required however the signer of this request is fully responsible for any and all damage resulting from use of the facility. The signer of this request is also responsible for clean-up and restoring the facility to its original condition.
3. The event monitor will open the building 15 minutes prior to the event start
4. Sufficient tables and chairs are provided in the Fellowship Hall. No tables or chairs may be moved to the Hall from any other part of the building.
5. No alcoholic beverages or illegal drugs may be brought onto the church campus. Smoking is prohibited within the building.
6. Maximum occupancy 125 persons

Fee: One Time Use: \$250.00 (maximum: 125 person occupancy)

I have read and understand the provisions for use of the facilities. I will be present personally and will supervise all activities, and I will ensure that all people associated with this activity are out of the building by the time indicated above. I understand that all requests must be submitted to and approved by the Church Council prior to the event. Please submit application no later than three weeks prior to the Church Council meeting date which occurs on the 2nd Tuesday of each month..

Applicant signature: _____

