

WESTHAMPTON PRESBYTERIAN CHURCH

90 Meeting House Road

Westhampton Beach, NY 11978

Phone: 288-2576 Fax: 288-6011

Email: admin@westhamptonpresbyterian.org

BUILDING USE REQUEST FORM

Name of Organization _____ Non-Profit ? _____

Address _____ Phone _____

Person Responsible _____ Cell Phone _____

Day(s) Requested _____ Hours _____

Space Requested _____

Special Requirements _____ Kitchen? _____

Type of Program/Event _____

Frequency of Program/Event _____

Number of People Anticipated _____

If children, what are their ages? _____

Will there be an admission charge for this event? _____ Amount ? _____

Proceeds will be used for? _____

(Use reverse side for additional information)

Certificate of Insurance Required. Please attach copy with request form.

TRUSTEES' REVIEW: _____ **Date** _____

Approved _____ **Not Approved** _____

Comments _____

Recommended Donation: _____