

WESTHAMPTON PRESBYTERIAN CHURCH

90 Meeting House Road  
Westhampton Beach, NY 11978  
Phone: 288-2576 Fax: 288-6011  
Email: [admin@westhamptonpresbyterian.org](mailto: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)

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\*Note: There is a \$25 fee made payable to George Amorose for setup/cleanup of events.

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

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**TRUSTEES' REVIEW:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_

**Comments** \_\_\_\_\_

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**Recommended Donation:** \_\_\_\_\_