

St. John's Church
PO Box 1278
9 Parsonage Lane
Washington, CT 06793
Telephone: 860.868.2527
stjohnschurch@snet.net
stjohnswashington.org

ST JOHN'S REQUEST FOR USE OF SPACE

Date: _____

Name of Organization: _____

Contact Person: _____

Address: _____ Telephone: _____

Date requested: _____ Start time: _____ End time: _____

Purpose of request: _____

Facility requested: _____ Estimated number of people: _____ Activity will be restricted to the date and area requested unless prior arrangements are made.

Alcohol Policy: Any use of alcohol must be approved by the Rector, Wardens and Vestry prior to the event.

The person whose name appears above agrees that the organization will abide by the Building Use Guidelines of St. John's Church. It is also agreed that any damage whatsoever to the building or any part thereof shall be paid for by the party using the building.

A copy of your insurance declaration must be on file at St. John's Church one week prior to the event.

If a safety officer is required for traffic control or any other additional staff, these fees will be paid for by the renter.

Hold Harmless Agreement signed: _____

Certificate of Insurance enclosed: _____

Approved: _____ Date: _____