

# Use of Facilities Form

Dix Hills Evangelical Free Church  
28 Foxhurst Road \* Huntington Station, NY 11746  
Telephone: 631-271-4422  
Fax: 631-421-0633

## Contact Information

Name	
Home Phone	
Work Phone	
E-Mail Address	
Person in charge	

## Dates and Purpose of Use

Date(s) of use: \_\_\_\_\_ Purpose of Meeting \_\_\_\_\_

Time of use: *Please note when you wish to setup, hours of event, and clean up time.*

Setup Time                      Equipment Needed (Chairs, Tables, P/A, other electronic equipment, etc.)

Event Time: \_\_\_\_\_  
START

Event Time: \_\_\_\_\_  
END

Clean up time                      *Clean up and putting away chairs/tables is the responsibility of the group.  
The custodian will take out the trash – all else is your responsibility.*

Space Desired                       Multi-Purpose Room     Sanctuary     Lower Auditorium     Kitchen  
 Conference Room        CE Classroom  
 Other \_\_\_\_\_

PLEASE NOTE: The person(s) responsible for the event should meet with the Office Manager during normal office hours to fill out application and verify availability. Any special needs pertaining to the use of facilities must be made known at that time. The building usage fee will be due upon approval of event by Trustee Board, Check made payable to DHEFC and brought to the Office Manager. The Dix Hills EFC is not responsible for communicating directions to the facility or taking phone messages for groups or organizations. The pastoral staff is not available to assist in setting up or opening and closing the facility. Thank you for your cooperation.

### Fee Schedule:

Partial Building Use \$300/ Full Building use \$500 / Sound System \$ 75  
Wedding Coordinator \$100.00    Musician – We can provide a list, but you will need to discuss fees with them.

\*Church members/Regular Attenders will receive a 50% discount on fees.

## Insurance Requirements:

Organization must submit certificate of Insurance with application and name Dix Hills EFC as an additional insured for the proposed use of facilities.

