

# 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 use \_\_\_\_\_

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

Do you have a key?  yes  no. Do you need someone to open / lock  yes  no

*If function includes a speaker, Officiant, musician or leadership personnel who are not currently active at DHEFC, such personnel must be approved by the Senior Pastor or Elder Board.*

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

Audio/Sound Equipment

*AV/Sound equipment must be approved by the Office. IF you plan to either set up or run the equipment you must have permission, and have an approved person to run the equipment.*

Event Time:  
START

Event Time:  
END

Clean up time

*The custodian will take out the trash – all else is your responsibility.*

Lock up responsibility

Space Desired

Sanctuary  Multi-Purpose Room  Basement  Café  Kitchen  
 Conference Room  Nursery  Classroom  Swing/Firepit area

Pastor/Speaker/Officiant

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 Dix Hills EFC and brought to the Office Manager. The Dix Hills EFC office and staff are 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:**

- Sanctuary \$400.00
- MPR \$400.00
- Full Building Use \$800.00
- Café / Basement \$400.00
- Sound System \$200.00
- Computer \$200.00
- Live Feed \$200.00
- Custodial Fee \$200.00
- \_\_\_\_\_

Total \_\_\_\_\_

**Insurance Requirements:**

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

**Trustee and Office:**

Usage Fee _____	
Sr. Pastor Approval	
Trustee Board approval	
Trustee member to be present	

**Special notes or instructions:**


**Office Use:**

Usage Fee Paid? \_\_\_\_\_

Has Custodian been notified? \_\_\_\_\_

A/V needs addressed? \_\_\_\_\_