



906 MAIN STREET  
WILLIAMSTOWN, MA 01267  
(413) 458-4273  
FIRSTCHURCHWILLIAMSTOWN.ORG

## BUILDING USE APPLICATION

Note: If you are reserving multiple dates and times and find there is insufficient room on this form, please use the back of the form or an extra page rather than squeezing answers onto lines provided!

Name of Event \_\_\_\_\_

Name of Sponsoring Individual/Organization \_\_\_\_\_

Date of Event \_\_\_\_\_

Start and End Times of Event \_\_\_\_\_

Space(s) to Rent, see reverse for building floor plans

Room 5 Community Hall  Stage  Room 11 Sanctuary  Room 7 Parlor/Library

Room 3 Meeting Room  Room 6 Kitchen  Room 8

Room B6 (Red Room)  Room B1  Room B2  Room B3  Room B4  \_\_\_\_\_

Technology/Audio needs? \_\_\_\_\_

Key Needed? Events held outside of regular church office hours will require a key.  Yes  No  Unsure

Approximate number of people expected (seating limit for Community Hall is 150) \_\_\_\_\_

Please elaborate on furniture set up needs, if applicable.

If renting Community Hall, please indicate set up on Community Hall diagram. Available furniture includes 5' round tables, 6' and 8' rectangular tables, folding chairs, and lectern.

\_\_\_\_\_  
\_\_\_\_\_

Will you be charging admission? \_\_\_\_\_ Is this event a fundraiser? \_\_\_\_\_

Name of Adult Responsible for Event \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only: Approved By** \_\_\_\_\_ **Fee** \_\_\_\_\_