

South Salem Presbyterian Church  
111 Spring Street  
South Salem, NY 10590  
(914) 763-9282

2023 APPLICATION FOR LONG-TERM USE OF FACILITIES (duration of more than 4 weeks)

Date of application: \_\_\_\_\_

Person receiving application: \_\_\_\_\_

Name and Description of organization requesting use of facilities (Please Print):

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

Relationship to SSPC, if any:

\_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

Title with organization, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s)/days of week requested:

\_\_\_\_\_

Times requested: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Space requested: \_\_\_\_\_

Nature of recurring event: \_\_\_\_\_

\_\_\_\_\_

How many people are expected each time: \_\_\_\_\_

Is organization a 501 (c) (3) not-for-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

For Sanctuary Only: Is use of Yamaha Concert Grand Piano requested? \_\_\_ Yes \_\_\_ No

Has Use been approved: \_\_\_ Yes \_\_\_ No

Extra payment (\$375) Paid \_\_\_\_\_ Date \_\_\_\_\_

Contact information for any other person(s) responsible for this requested usage:

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*On behalf of myself and/or the organization I represent, I have received and read the usage agreement rules for SSPC and I/we will comply. We will pay the required amount according to the use donation schedule, including a \$250 cleaning fee for each two months of use. I/we understand that an application fee of \$35 is required to accompany this application for use, that within one week of being notified that this application is approved I/we must make an additional usage donation to be equal to the usage donation for the first two weeks' use to SSPC, and that no later than two weeks before the first scheduled use I/we must provide the balance for the full amount of the usage donation for the first four weeks' use to SSPC. Thereafter I/we understand that full payment for each month of use must be made to SSPC no later than the 15<sup>th</sup> of the month preceding that use, with any gap between the first and second usage donations filled in the second payment. The application fee will be credited to the usage donation amount. I/we understand the requirement to provide proof of insurance, and I/we will provide such proof of insurance no later than two weeks before the first scheduled use. I/we understand that no refunds will be made for cancellations of use with less than two weeks' notice to SSPC, except for weather cancellations. All refunds are subject to a \$35 processing fee. Returned checks and insufficient fund fees will require additional payment of \$30.*

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Signature

Date

Name and title: \_\_\_\_\_

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Signature on behalf of SSPC

Date

Name and title: \_\_\_\_\_