

**West Chester Friends Meeting**  
425 North High Street, West Chester, PA 19380  
610-696-0491, *wcfmeeting@gmail.com*

**West Chester Friends Meeting (WCFM) Facilities and/or Grounds Application for Multiple Day Event**

**Please fill out and return to WCFM at least one week before the 2<sup>nd</sup> Sunday of each month. If not received by that time, the request will not be acted upon until the following month. A new application must be filled out at a minimum yearly at least one month before the last occurrence specified on a previous application.**

CONTACT PERSON: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

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

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

\_\_\_\_\_ Number of Participants: \_\_\_\_\_

Requested start date: \_\_\_\_\_ Requested end date (no more than one year from start date): \_\_\_\_\_

Frequency (Weekly, Monthly, Every Monday, etc.): \_\_\_\_\_ Session Start/Finish Time: \_\_\_\_\_ to \_\_\_\_\_

**TYPE OF ACTIVITY (Please give details in space provided):**

- Studio Recital, Concert, or other ongoing musical activity: \_\_\_\_\_
- Community Interest Group: \_\_\_\_\_
- Other: \_\_\_\_\_

**FACILITY USE:**

- Worship side of Meetinghouse
- Stage and/or Stage Side of Meetinghouse
- Social Room
- Kitchen for the Serving of Food and/or Drink Prepared off-site. (If you wish to prepare the food and/or drink on-site, please note you would like to be contacted about that possibility.)
- Grounds

**A donation is appreciated, the amount to be discussed with WCFM at the time of application. A refundable Cleaning/Damage Deposit of \$100 is due with the application.**

*I/We agree to all guidelines for use found on the reverse side of this form. Further, I/We agree that our group shall be responsible for any property damage, personal injury or death that may occur during our use of the premises. I/We agree to hold harmless WCFM from any claim arising out of or participation in any form or fashion in the activity.*

\_\_\_\_\_  
Printed Name Responsible for Event

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\* As a religious organization, WCFM is a qualified organization for purposes of charitable contributions. A church is automatically exempt assuming it meets the basic requirements of Section 501(c)(3). As a bona fide church WCFM is automatically exempt, does not have to apply to the IRS for exempt status, and therefore does not appear in IRS Publication 78. If you have any questions about the deductibility of your contribution, please consult your tax preparer or financial advisor.

**For Meeting Use Only:**

Meeting for Worship with Attention to Business Approval: \_\_\_\_\_ Approved on \_\_\_\_\_ Not Approved: \_\_\_\_\_

Form Date: 3/24/2023

Multiple Day Event

Donation Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Damage/Cleaning Security Deposit: Date Rcvd: \_\_\_\_\_ Date Rtn: \_\_\_\_\_