

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

Please fill out and return to WCFM at least one week before the 2nd 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 for each event, even if it is a follow-on to a previous occurrence.

CONTACT PERSON: _____

TODAY'S DATE: _____

Organization: _____

Requested date: _____

Start and Finish Time _____ to _____

Address: _____

Email: _____

Telephone: _____

Number of Participants: _____

TYPE OF ACTIVITY:

Studio Recital or Concert: _____

Community Interest Group: _____

Other: _____

FACILITY USE:

SUGGESTED DONATION*

Worship side of Meetinghouse

\$75 per hour

Stage and/or Stage Side of Meetinghouse

\$75 per hour

Social Room

\$50 per hour

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.)

\$50 per hour

Grounds

\$100

A refundable Cleaning/Damage Deposit of \$100 is due with the application.

I/We agree to all guidelines for WCFM 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 the Meeting 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

Meeting Host: _____ Donation Received: \$_____ Date: _____

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