

Building Usage Application Form

1. Date of application:

Date of application MM DD YYYY
 / /

2. Check one

- Single usage
- Term (multiple) usage

*3. Please describe starting date, ending date, and time & frequency.

4. Preferred space:

- ECC Chapel
- ECC Community Center
- Fellowship Hall
- Sanctuary
- Classroom
- Parlor

5. Facility need: please mark all that required

- Chair
- Desk
- A/V
- Kitchen
- Piano

Other (please specify)

6. Number of people/attendees expected:

Korean Church of Boston, PC(USA) - Earth Care Congregation

7. Purpose of event: please mark that all apply

- Organization
- Personal
- Profit
- Non-profit

8. Please describe how the space will be used in detail, such as event title/description to the public

9. Organization name, address, telephone, and website if available.

10. Proposed donation amount \$

11. Contact person, telephone number, email address, then electronic signature (your initial & last 2 digits of any ID card you have) or actual signature (on paper).

12. Do you have any other comments, questions, or concerns?

Note: Please consider cleaning rooms after each usage, and back to previous setting. If you bring in food/drink, disposable cups and plates, or other fixtures/equipment please consult the church office first. If your organization has insurance policy, please submit a copy too.

For office use only (do not write below)

Approved _____ Date _____

Comment/Remarks

Contact: Pastor Yoon email return to ecckcb@gmail.com
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