**East Kilbride Old Parish Church**

**Church of Scotland**

**Hall/Room Let Application**

Please complete and delete as appropriate:

**Name of Individual/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no: \_\_\_\_\_\_\_\_\_\_\_\_e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I/We require the use of Hall/Kitchen/Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the purpose of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From** (time of day)**: \_\_\_\_\_\_\_\_\_\_\_\_\_a.m/p.m to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a.m/p.m**

**On** (particular day of week ): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From** (date let to start) **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_**

**The Contact person shall be responsible for reading the Conditions of Let and for the conduct**

**and happenings during each let**

On behalf of the above organisation/group/event I agree to abide by the Conditions of Let and adhere to the Policy

Statement of the Church of Scotland.

**………………………………………………………. Date …………………………**

**………………………………………………………… (Print Name)**

Please return the form to the Church Secretary (address below) or by email to ekopc.office@btconnect.com

East Kilbride Old Parish Church

3-5 Montgomery Street

East Kilbride, G74 4JS

 **East Kilbride Old Parish Church**

 **Registered Charity No Sc000609**

**Official Use:**

**Fee Paid : ………………………….. Cash/Cheque/Waived Receipt no: ............................................**

**Date Paid :……………………………………………………………… Received by : …………………………………………………………………………**

**Notes**

**Organisations – Definitions**

**Church Organisations** – groups which foster and support the spiritual and pastoral purposes of the church, e.g. Sunday School, Guild, Men’s Association and Youth organisations

**Community Groups** – groups with a church connection but are principally focussed on leisure or sporting activities, e.g. Line Dancing, Tai Chi and Badminton. A community group should meet the following conditions –

* The designated organisation contact shall be a member of the congregation
* The organisation is principally for the benefit of members of the congregation
* The organisation shall not be for commercial benefit
* The organisation contact shall submit accounts to the Church Treasurer each calendar year

**Charities** – registered charities

**Commercial Lets** – non-church groups or occasional events, e.g. birthday or anniversary parties.

**Regular Lets**

For longer-term commercial lets the organisation should make payments two weeks in advance.