

Second Congregational Church, UCC

115 Hillside Street, Bennington, VT 05201

Telephone: 802.442.2559 email: office@bennscc.org

Website: <https://www.bennscc.org/>

CONTACT FORM

To: All groups using Second Congregational Church facilities

From: The Board of Trustees

The GUIDELINES FOR THE USE OF FACILITIES form is attached. Please read it and return it with this completed form.

1. The **name** of your group or organization: _____
2. **Mailing address:** _____

3. Dates and times requested and the type of space your group wishes to use, i.e. Webster Hall, kitchen, classroom, All Purpose Room, sanctuary, etc.

Day	Start & End Times	Weekly/monthly or specific dates	Space requested

Check one: one-time use recurring event

4. Current information for **TWO** people from your group whom we can contact when necessary. Please include the name, telephone number and email.

A. Primary Contact: _____ Title: _____
 Telephone: _____ (home/cell/work)
 Email: _____

B. Secondary Contact: _____ Title: _____
 Telephone: _____ (home/cell/work)
 Email: _____

Please be aware that the church will make every effort to honor your request for space. On rare occasions, planned church events, such as the annual Bazaar, or unexpected church events, such as a funeral, may require that we cancel or substitute space within the building. In such cases we make every effort to contact you as early as possible. We hope to maintain a long and pleasant relationship with you.