



# East Kilbride Old Parish Church

## Church of Scotland

### Hall/Room Let Application

Please complete and delete as appropriate:

<b>Name of Individual/Organisation:</b>					
<b>Contact person:</b>		<b>Tel no:</b>		<b>e-mail address</b>	
<b>I/We require the use of Hall/Kitchen/Room:</b>					
<b>For the purpose of:</b>					
<b>From</b> (time of day):		<b>a.m./p.m.</b>	<b>to</b>		<b>a.m./p.m.</b>
<b>On</b> (particular day of week):					
<b>From</b> (date let to start):		<b>until</b>			
<b>The Contact person shall be responsible for reading the Conditions of Let and for the conduct and happenings during each let.</b>					
On behalf of the above organisation/group/event, I agree to abide by the Conditions of Let and the Church of Scotland's Policy Statement.					
<b>Signature</b> <b>(Print Name)</b>				<b>Date</b>	

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

East Kilbride Old Parish Church  
3-5 Montgomery Street  
East Kilbride, G74 4JS

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### **East Kilbride Old Parish Church**

**Registered Charity No Sc000609**

<b>Official Use:</b>					
<b>Fee Paid:</b>		<b>Cash/Cheque/Waived</b>		<b>Receipt no:</b>	
<b>Date Paid:</b>		<b>Received by:</b>			
<b>Notes</b>					

## **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.