



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	
On (particular day of week):					
From (date let to start):			until		
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 the Church of Scotland's Policy Statement.					
Signature				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.