



**Washington, MA**

**SECTION I:**

Name of Applicant: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Purpose:

Rehearsal     Wedding     Baptism     Funeral

Other \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Duration: \_\_\_\_\_

Save the Date deposit: \$ \_\_\_\_\_ Received: Yes \_\_\_ No \_\_\_

Contact Person, if other than Applicant:

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone# (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SECTION II:**

To Be Filled Out By Clergy or Justice of the Peace:

Name (Print): \_\_\_\_\_

Church, Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

1. Application must be completed (Sections I & II) and returned with check for Usage Fee of \$175.00 made out to TOWN OF WASHINGTON. Send check and form with Sections I & II completed to:

Town of Washington Chapel Commission  
8 Summit Hill Rd  
Washington, MA 01223

2. Services must not bypass ordained or certified Clergy or Justice of the Peace.
3. Clergy or Justice of the Peace must fill in details of the service in the St. Andrew's Chapel Record Book on the day of the service. Record book is located on the table in the rear of the church. **The record book is NOT to be removed from the chapel.**

Use of St. Andrew's Chapel (non-denominational) shall be governed by the Chapel Commission according to the following guidelines:

1. Chapel is opened and closed by Committee members.
2. Receptions are not allowed on Chapel premises.
3. Maximum Capacity- 80 people.
4. All events shall be scheduled with the Chairman of the Chapel Commission at least 14 days in advance: in case of emergency, this 14 day notice may be waived for cause.  
StAndrewsChapelChairman@gmail.com
5. No candles or other open flames allowed in the chapel.
6. The renter will be responsible for any damage done to the chapel or grounds.
7. Events shall be of the following nature:
  - A. Committee Use: Services scheduled by the Chapel Commission shall be of an ecumenical nature: offering may be taken to help defray expenses. Money accumulated in excess of expenses at the end of the program year will be used for a worthy cause.
  - B. Individual(s) Use: Weddings, funerals and other individual worship uses.
    - I. All such use shall be in cooperation with the individual's pastor, congregation, church, minister, rabbi, or priest.
    - II. For such use there shall be a fee of \$175.00 to be used toward the maintenance of the building.

C. Sacred Group's Use:

Sacred congregations, or groups related to them, shall be scheduled with the approval of the Chapel Commission; the committee shall determine the kind of financial reimbursement.

D. Secular Group's Use:

Secular groups may have open houses or meetings of a historical nature at the Chapel if approved by the Chapel Commission, at which meeting donations shall be received for the maintenance of the building. Secular groups wishing to hold a worship service may do so if approved by the Chapel Commission; offerings shall be taken for the maintenance of the building.

P.S. We'd be pleased to have a photo of your wedding or event to add to our photo album.