

**Evangelical Covenant Church
Springfield, MA**

FACILITY USE REQUEST DURING COVID

If you are considering the use of any rooms in the ECC church building or on the church grounds, please complete this form and send it to CRT (COVID Response Team) Chair, Joe Welch at joewelch1986@gmail.com.

Your Name_____

Ministry Name_____

Room Request_____

Date(s) and Time(s) of Use_____

How many people will be in attendance?_____

The CRT will review your request within a week, and advise you if it is approved, or denied, or if further info is needed.

The CRT will advise ECC receptionist of the approved event.

If you have any questions regarding the guidelines, please contact Joe Welch at joewelch1986@gmail.com or (413) 335-2891. If he is unavailable, please contact the ECC church office.

I, and the members of my group/ministry, agree to follow (adhere to) the guidelines for use of the facility which are in effect at the time of the meeting/event.

Signature_____Date_____

CRT Approval given by _____ Date_____

09/22/2020