



Newton Masonic Associates
460 Newtonville Ave, Newton, MA
Building Use Request Form

1. Name of Masonic body making request: _____
Contact person: _____ Phone: _____
Email: _____
Mailing address: _____

2. If you are a group who is not associated with the Newton Masonic Building, the following questions are required:

Who will be the person monitoring the building and event?

Name: _____ Phone: _____

Email: _____

(please note this person must be familiar with the building and approved by the NMA board)

OR

Sponsoring Masonic body associated with the building and agrees to monitor building:

(Cannot be a youth group)

Contact Person: _____ Phone: _____

Email: _____

3. What is the date you are requesting? _____

Hours of use: Start time: _____ End time: _____

(Visit www.newtonmasonic.org to access the building calendar.)

4. What is the type of use for request? (Check one)

Special communication Table Lodge Lodge social Fundraiser

Other: _____ (please describe below)

5. Is the event going to be catered? Yes No.

6. If yes who is the caterer: _____

Caterer's contact information: _____

(You may be required to supply NMA with caterer's Certificate of Insurance)

7. Is this event open to the public? Yes No

8. Will alcohol be served? Yes No

9. How many people will be attending? _____ (estimated)



Newton Masonic Associates
460 Newtonville Ave, Newton, MA

(Building Use Request Form, continued)

10. What part of the building will you be using?

Dining hall & Kitchen (\$200.00)

Lodge Room (\$150.00)

All: Lodge hall, Dining hall and Kitchen (\$300.00)

(All special events not associated to regular use are charged a fee for use.)

11. Will there be entertainment? Yes No

Describe: _____

12. Please describe your event if you have checked the Other box in question 4.
