

SALISBURY PRESBYTERIAN CHURCH APPLICATION FOR USE OF FACILITIES

ROOM ASSIGNED

Office use only

DATE(S) APPLIED FOR: From--_____, To--_____.

TIME OF DAY: From--_____AM/PM, To--_____AM/PM.

DAYS OF THE WEEK: _____

SPECIFIC AREA/ROOM(S) REQUESTED FOR USE: _____

FOR GROUPS THAT MEET ON A YEARLY BASIS, ONCE A WEEK, TWICE A WEEK, ONCE A MONTH, PLEASE GIVE IN DETAIL THE DAYS OF THE WEEK, DATES AREA/ROOMS THAT WOULD BE IN USE: _____

NUMBER OF PERSONS ATTENDING: _____. (* See maximum capacity)

FULL NAME OF ORGANIZATION: _____

NAME OF PERSON IN CHARGE OF ACTIVITY: _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

APPLICANTS HOME PHONE: _____ **WORK PHONE:** _____

E-MAIL ADDRESS: _____ **ARE YOU A MEMBER OF SPC?** _____

SPECIFIC NATURE OF ACTIVITY: _____

WILL YOU USE THE FOLLOWING:

- F&E Hall? (*Max. capacity - 350 people) _____
- F&E Classrooms? _____
- F&E Kitchen? _____ (**Please fill out below, if yes.)
- Activity Building/Gym? (*Max. capacity - 300 people) _____
- Activity Building Kitchen? _____ (**Please fill out below, if yes.)

** If Kitchen facilities are used, will kitchen be used to prepare food/beverages? _____

Will you need chairs? _____, tables? _____, room dividers? _____

Will you need any other equipment? _____

Please provide names and phone numbers and e-mail addresses (if available) of two other people who will be present during the use of the facilities:

(PLEASE READ AND SIGN ON THE BACK!)

DATE RECEIVED _____

AGREEMENT OF USERS
(please read carefully)

I have read and thoroughly understand all the rules and regulations of Salisbury Presbyterian Church as they relate to the use of facilities.

I, (my organization) assume complete responsibility for all church property as well as those who participate in the activity applied for.

I, (my organization) will replace or have replaced, within seven days, any damaged property for which we are liable,

I, (my organization) understand that failure to comply with the rules and regulations may deny me, (my organization) future use of these facilities.

I, (my organization) agree(s) to hold harmless, indemnify and defend Salisbury Presbyterian Church from any and all liability which may result from any person using the facilities within the scope of the application.

I, (my organization) agree(s) to be responsible for preparing for use and returning to same condition in which it was found, all areas which I, or we will use, including entrances and exits.

Agreed upon and signed: _____ Date: _____

(FOR OFFICE USE ONLY)
APPROVAL AND SCHEDULING OF FACILITIES.
The facilities requested are available on the dates and times requested: _____
Are there facility charges? _____ If Yes, Rental: \$ _____ Janitorial Service \$ _____
Payment received in the amount of \$ _____ on _____ (date).
Key Issued: # _____ Security Deposit \$ _____ Key Returned: _____ (date)
Final Approval by: _____ on _____ (date).

Approved 7/97
Reviewed 01/09