

APPLICATION FOR USE OF FACILITIES
Philadelphia Presbyterian Church

1. Name of organization making request: _____

2. Your Name: _____ Phone # _____

3. Your office or connection with organization: _____

4. Organization's sources of financial support: _____

5. Organization's purpose: _____

6. Space desired: _____

Will kitchen be used? ___ yes, ___ no. Kerr Building Sound Booth? ___ yes, ___ no.

Stage? ___yes, ___no. **A \$150 kitchen cleaning deposit is required when using the kitchen.**

7. Number of persons expected: _____

8. Date(s) desired: _____ 9. Hours: _____ to _____

10. Time program begins: _____

11. Use which would be made of space: _____

12. Will food or beverage be served: _____. If so will you be responsible for complete clean-up and disposal of trash, etc.? _____.

13. Name(s) of speaker(s) or principal participants and affiliations: _____

14. Will any money be solicited or collected? _____

I will be responsible for the proper use, care, and clean-up of the facilities as requested above and understand that any damage resulting from said use will be reflected upon me for suitable payment and/or repair. I will observe all guidelines and policies of the church and will be responsible for securing the building(s) when leaving.

Date: _____ (Signed): _____

(This application must be turned in 30 days prior to scheduled event for review by the Building Usage Committee of the Diaconate before final approval is given for the use of the facilities.)

Do Not Write Below This Line **Kitchen Cleaning Deposit Received** _____

BUC/Date

Staff /Date

SECY/Date

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