

PARK PRESBYTERIAN CHURCH

BUILDING USE FORM



You must fill out a building use form to request space; this must be done in advance of the event. The completed form must be returned to the office at least two weeks in advance of the event for approval. This form can be obtained in person from the office or online at www.parkpresbyterian.org

It shall be the policy of Park Presbyterian Church to make its building available to groups and individuals from the church community. This policy is based on our understanding of the Christian mission. The members of Park Church have maintained the building for their own use, as well as by the community. All who use it, members and non-members alike, are expected to treat it with care and respect. Misuse and abuse will not be tolerated.

Official Name of the Group: _____

Person in Charge of the Group: _____

Address: _____

Telephone/Cell Number: _____ E-mail Address: _____

Nature of the Program: _____ Space Desired: _____

Date and Time of Meeting : _____

Hours: Set up time: _____ Event time to/from: _____ Tear down time: _____

Anticipated # of Participants: _____

Are refreshments being served?: _____ If so, are kitchen facilities needed?: _____

If children/young people are involved, will an adult be always present in the building? _____

Signature: _____ Date: _____

POLICIES OF PPC BUILDING USE

PPC reserves the right, at our discretion, to refuse building use requests upon review of same.

- All events shall have an end time no later than 10pm, with clean up completed no later than 11pm.
- Groups of more than 100 will have separate conditions apply.
- There will be no charge for non-profit groups – however donations are encouraged and accepted.
- For continued use of the building, new use forms must be renewed annually.

RESPONSIBILITIES OF EVENT HOST

- Lights should be turned off.
- Doors should be locked.
- Return all tables, chairs, etc. to their original positions.
- All appliances shut off (including but not limited to AC, fans, kitchen appliances)
- Remove all trash to totes outside.
- Spills should be cleaned up. (Major spills will be subject to a cleaning fee)
- Carry in/Carry out of any food and drink items.

Any event with an anticipated guest list of 50 – 100 will be charged \$50.00

Any event with an anticipated guest list of 100+ will be charged \$100.00

PASTOR	Interim Susan Frost
SEXTON	Jamie Harris
PROPERTY CHAIR	Rick Bald
CLERK OF SESSION	Cari Taylor
OFFICE ADMIN	Samantha Washburn
Email: Parkchurch110@gmail.com	
Telephone: 315-331-2255	

“Our Mission is to make Christ visible by believing, living and sharing the Word of God.”

“Our Vision is to be God’s light – a beacon of love, interaction, and guidance in Faith and comfort”