



NORTH PRESBYTERIAN CHURCH

Application: Building/Facilities Use

Written by The Property Committee - 11/01 - 4 Pages

Objective: To document all information necessary to accurately and fairly evaluate, schedule, prepare, protect, monitor, conduct, cleanup, charge and collect funds for the usage of BUILDING SPACE, equipment and/or property owned by North Presbyterian Church.

Note: There will not be any charge(s) for weddings and funerals as they are services of worship except for custodial duties on off hours.

I. PREAPPLICATION UNDERSTANDING

1. The following applies to all applicants (church members included).
2. The Property Committee reserves the right to make exceptions and/or modify all Usage Policies, Applications, Fee Schedules and Signed Contracts at their discretion.
3. Keys for North Church facilities may never, (under any circumstances) be given, loaned or passed along to usage applicants except at the discretion of the Property Committee and/or its representatives for "Special Groups and Users."
4. Applicants must completely fill out and acknowledge acceptance via a dated signature North Presbyterian Churches;
 - a. Policy for Building & Facilities Usage,
 - b. Application For Building & Facilities Usage,
 - c. Contract For Building & Facilities Usage.

II. APPLICANT INFORMATION

1. Date of Application: _____
2. Organization Name: _____
3. Organization Address: _____
4. Phone, Fax: _____
5. Principal Contact(s): _____
6. Application Author: _____

III. SCHEDULING REQUIREMENTS

1. Day(s), include: _____
2. Time: _____
3. Special times (open, close) _____

IV. ACTIVITY DESCRIPTION - Please describe the type of function, number of persons.



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V. FACILITY & EQUIPMENT REQUEST

1. Rooms request _____
(specify each) _____
2. Parking requirements _____
3. Chair & table requirements _____
(last page for drawing)
4. Audio/visual equipment _____
5. Musical Instruments _____
piano, organ, explain: _____

VI. DECORATING REQUESTS

Describe in detail all concerns relating to room decorating.

VII. KITCHEN REQUEST YES NO circle one

Note: All kitchen use requires custodial over sight for which there may be a charge

If yes, answer in detail:

1. Light duty _____
- No stove or dishwasher _____
2. Medium _____
- Stove, no dishwasher _____
3. Full use _____
- Stove and/or dishwasher _____
4. China & silver needs _____
5. Dishwasher _____
- Qualification? _____
6. Cleanup _____
- Who is responsible? _____

VIII. COFFEEMAKER REQUEST YES NO circle one

Note: North Church provisions will be made available at an extra charge.

IX. SPECIAL CUSTODIAL REQUIREMENTS

Describe in detail the all necessary custodial requirements in advance on this form:

1. Special instructions for unlocking and locking facilities needed.



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- X. INSURANCE / LIABILITY DISCLAIMER, SIGNATURE OF AGREEMENT
Name of General Liability Insurance Carrier.
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TO BE CONSIDERED, CERTIFICATE OF INSURANCE MUST ACCOMPANY APPLICATION

- XI. The applicant will agree to indemnify (insure) and hold harmless North Presbyterian Church for all liabilities, costs, damages caused by accident, negligence, or accidental happening. miscommunication with regard to any of the above.

DATED APPLICANT SIGNATURE

DATED PROPERTY COMMITTEE REPRESENTATIVE SIGNATURE



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XII. DRAWING, SKETCH AND/OR SPECIAL NOTATIONS
