***Park United Presbyterian Church***

***Facility Request Form***

Name/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of people participating \_\_\_\_\_\_\_\_**

**Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of day: Begin: \_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_**

**Facility Request** *(please circle)* Park Hall Sanctuary

**If requesting the** *Sanctuary***will you require the Sound System?** *(please circle)* Yes No

**If yes, there is an additional charge for one of our trained Sound Technicians.**

\*Sound Board Operator $35.00 per hour

**If requesting our Organist there is an additional charge made payable to the Organist.**

\*Organist/Pianist $50.00 negotiable with Organist

I am a member of Park United Presbyterian Church? *(please circle)* Yes No

**Fees**

**For Members**

Use of the Sanctuary only Free

Use of Park Hall $50.00 no deposit required

**For Non-members**

Use of the Sanctuary only $200.00 plus deposit, $50.00

Use of Park Hall $125.00 plus deposit, $50.00

Our expectation is that our facilities will be left exactly as they were when you were given access to them.

Any damaged property is the responsibility of the renter. Your deposit will be held until an inspection of the facilities is complete. If the facilities are found to be in satisfactory condition, your deposit will be refunded. Otherwise, it will be used for the custodian’s fee.

**Please complete this form, include deposit and return within 7 days to:**

*Park United Presbyterian Church, 109 E. Grandview Avenue, Zelienople, PA 16063*

*Attention: Treasurer*

***Rental fee must be received in full 7 days prior to your request date.***

**I agree to follow the Facility Usage Policies of Park United Presbyterian Church.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Office Use Only:**

Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Received: cash \_\_\_ check #\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_

Rental Received: Date \_\_\_\_\_\_\_\_\_\_\_\_ cash/check #\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Total Fee\_\_\_\_\_\_\_\_\_\_

***Park United Presbyterian Church***

***Facility Usage Policies - Attestation***

*Thank you for your cooperation in helping to adhere to these policies/guidelines. This will allow us to better serve the needs of everyone who uses the kitchen/hall.*

**Decorations**

**No** decorations are to be hung from the ceiling, ceiling grid, ceiling fixtures, fans or walls.

You may use dividers for decorations.

**Concerning Alcohol and Tobacco**

No alcohol or tobacco use is permitted on Church property at any time.

**Condition of Facilities**

Wipe off all tables. Return all chairs, tables, and any other materials to their original places unless otherwise directed.

**Kitchen Use**

Clean-up: Please wash and dry all dishes used and return them to the correct cupboard. Wipe all counter tops and stove, clean sink and sweep floors. Broom & dustpan are in the kitchen beside the refrigerator, sweeper is in front closet. Return these items when you are done using them.

Leave used dish cloths and towels in the sink. They will be picked up and laundered.

Please take home all extra food and beverage with you. We have limited space to store these in our refrigerators.

**Trash and Recyclables**

Trash should be emptied from all cans used and taken with you. We do not have the capacity for extra garbage and recyclables.

**Room Temperature**

Please leave all thermostats as they are.

**Phone Use**

The phone in the kitchen is for emergencies only. Please use personal cell phones whenever possible.

**Facility Capacities**

Park Hall: seated at tables 150, seated without tables 200, Sanctuary: 160

**Damage**

Report any damage to equipment or property promptly to the office.

**Accident or Injury**

Park United Presbyterian Church is not liable for injuries that may take place during a personal or group event held on our grounds.

**Personal Property**

Park United Presbyterian Church is not responsible for any lost or stolen personal property.

**Please detach and return with application and deposit – thank you.**

**Attestation:** I attest that I have received and read a copy of the Facility Usage Policies of Park United Presbyterian Church. I understand that failure to follow these policies may result in denial of future requests for building use.

Initial \_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_