



# PROVIDENCE

*—presbyterian church—*

## Church Use Application

Application Date: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Person or Group Making Request: \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_ Email \_\_\_\_\_

Church Member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Function Sponsor (if requester is not a member): \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Times and Duration of Church Use: \_\_\_\_\_

Church Areas Requested for Use: \_\_\_\_\_

\_\_\_ Sanctuary

- Will you need someone to run the sound booth?
- Will chairs be moved, removed, or rearranged?
- Will the Pulpit and/or Communion table be moved?

\*\*Note: piano, keyboards, and drum sets are not to be Moved without specific prior approval.

\_\_\_ OTHER

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Kitchen

- Refrigerator and/or freezer (to be used for pre-event storage only; all items must be clearly marked and removed immediately following event – No Leftovers!)
- Microwave (to be used for thawing or reheating only.)
- Dishwasher (you must supply your own detergent.)

\*\*No cooking is to be done in the kitchen.

\_\_\_ DEACON REQUIRED FOR OPEN/LOCK-UP

\*\*If someone in your group has a key and alarm code, you may open/lock-up for yourself if desired.

Any Special Considerations: \_\_\_\_\_

The applicant has read, understands and agrees to abide by the Providence Presbyterian Church use Guidelines. Once reviewed by the appropriate Church officers, the applicant will be contacted and notified as to the status of the application and any assessed fees.

NOTE: It is the responsibility of the user to clean the facility after use, and to return the facility to the condition in which it was found.

\_\_\_\_\_  
Applicant Signature

Approvals:

\_\_\_\_\_  
Church Office

\_\_\_\_\_  
Deacon Chair

Deacons of the Month: \_\_\_\_\_

Comments: \_\_\_\_\_

Assess Church Use Fee: \$ \_\_\_\_\_