

Philadelphia Presbyterian Church  
11501 Bain School Road  
Charlotte, NC 28227-7538  
Phone: 704-545-6172 Fax: 704-545-6173

## APPLICATION FOR USE OF FACILITIES BY NON-MEMBERS

Organization making request: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Your office or connection with group: \_\_\_\_\_

Purpose or meeting: \_\_\_\_\_

Please describe activities planned (clown, bounce house, etc. animals are not allowed). **Please provide a certificate of liability insurance for church liability purposes.** \_\_\_\_\_

Facility requested: \_\_\_\_\_

Will the kitchen be used? \_\_\_ yes, \_\_\_ no. A kitchen cleaning deposit is required when using the kitchen.  
Stage? \_\_\_ yes, \_\_\_ no. Will you need extra space for changing costumes? \_\_\_ yes, \_\_\_ no.

Number of persons expected: \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Hours needed \_\_\_\_\_ to \_\_\_\_\_

Will food or beverage be served? \_\_\_\_\_ **If so, you will be responsible for complete cleanup and disposal of trash, etc.**

Name(s) of speaker(s) or principal participants: \_\_\_\_\_

Will any money be solicited or collected? \_\_\_\_\_

**COMPLETED FORM MUST BE TURNED IN TO THE OFFICE 30 DAYS PRIOR TO THE DAY OF SCHEDULED EVENT!**

**I will be responsible for the proper use, care, and clean-up of the facilities and understand that any damage resulting from said use will be reflected upon me for suitable payment and/or repair. All building fees must be paid within 10 days of application approvable. If event is cancelled, one-half of deposit will be refunded. I have read and will observe the facilities guidelines as set forth by Philadelphia Presbyterian Church. Companies providing inflatables must provide their own insurance.**

**This application must be reviewed and accepted by the Building Usage Committee before a reservation can be confirmed for a facility.**

Date: \_\_\_\_\_ (Signed): \_\_\_\_\_

Date Fees Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Do Not Write Below This Line

BUC/Date	Staff /Date	SECY/Date	Facilitator
.....	.....	.....	.....