

# APPLICATION FOR USE OF FACILITIES

## Philadelphia Presbyterian Church

1. Name of organization making request: \_\_\_\_\_

2. Your Name: \_\_\_\_\_ Phone # \_\_\_\_\_

3. Your office or connection with organization: \_\_\_\_\_

4. Organization's sources of financial support: \_\_\_\_\_

5. Organization's purpose: \_\_\_\_\_

Please describe activities planned (clown, bounce house, etc. for church liability purposes) \_\_\_\_\_

6. Space desired: \_\_\_\_\_

Will kitchen be used? \_\_\_ yes, \_\_\_ no. Stage? \_\_\_yes, \_\_\_no. **A \$150 kitchen cleaning deposit is required when using the kitchen.**

7. Number of persons expected: \_\_\_\_\_

8. Date(s) desired: \_\_\_\_\_ 9. Hours: \_\_\_\_\_ to \_\_\_\_\_

10. Time program begins: \_\_\_\_\_

11. Use which would be made of space: \_\_\_\_\_

12. Will food or beverage be served: \_\_\_\_\_. If so will you be responsible for complete clean-up and disposal of trash, etc.? \_\_\_\_\_.

13. Name(s) of speaker(s) or principal participants and affiliations: \_\_\_\_\_

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

**I will be responsible for the proper use, care, and clean-up of the facilities as requested above and understand that any damage resulting from said use will be reflected upon me for suitable payment and/or repair. I will observe all guidelines and policies of the church and will be responsible for securing the building(s) when leaving. Companies providing inflatables must provide their own insurance. Live animals are not allowed on campus.**

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

(This application must be turned in 30 days prior to scheduled event for review by the Building Usage Committee of the Diaconate before final approval is given for the use of the facilities.)

Do Not Write Below This Line  
BUC/Date

**Kitchen Cleaning Deposit Received**  
Staff /Date

\_\_\_\_\_  
SECY/Date