

SEQUOYAH HILLS PRESBYTERIAN CHURCH

FACILITY USE APPLICATION FOR STAFF / COMMITTEE/ PROGRAM MEETINGS OR EVENTS

Office Use Only

Date Received _____ Initials _____

Date Approved _____

by _____

- PLEASE PRINT LEGIBLY -

Meeting Name _____

Description _____ #Attending _____

I understand we need to bring our own chairs and social distance, groups under 10 are encouraged to wear a mask, groups of 11-25 are required to wear a mask, and groups over 25 should continue to meet online at this time.

Outdoor Space Requested

Patio (outside church office)
up to 25 people

Front Lawn 1
up to 25 people

Front Lawn 2
up to 25 people

Porte Cochere
up to 10 people

Date Requested _____

One-time use

Weekly

Monthly

MON TUE WED THUR* FRI

Start Time: _____ A.M. P.M.

End Time** _____ A.M. P.M.

*Thursdays beginning at 4pm

**No later than 7pm Monday-Friday

Responsible Party*: _____

Name

Phone

Email

****Must be over 21 years old and present during the entire event. If minors present, two adults 21 or older must be on site at all times unless otherwise stated; Responsible party must screen and register participants (SHPC will provide registration form and questions). Completed forms must be returned to the gray box outside the church office door as soon as the meeting is over.***

THERE IS NO ACCESS TO THE CHURCH BUILDING.

By signing below, I hereby acknowledge that I have read and agree to abide by all Sequoyah Hills Presbyterian Church guidelines and policies, that my reservation is only for the specified area approved by SHPC, and in the event of inclement weather there is no alternative space available, reservations are subject to change or cancellation without notice, and I agree to contact Katie McHargue (kmchargue@sequoyahchurch.org or 522-9804) if I test positive or am exposed to COVID-19.

Signature: _____ **Date:** _____

Please return this form to the church office or via email to kmchargue@sequoyahchurch.org