

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 or Event Name _____

Description of Event _____ #Attending _____

Date of Event _____

One-time use Weekly Monthly

MON TUE WED THUR FRI SAT SUN

Other: _____

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

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

**No later than 9pm Monday-Friday*

Please note any additional time needed for setup/decorating by staff/committee: _____

Room(s) Requested (*kitchen not available*): _____

Childcare needed? Yes No

If Sanctuary, A/V techs requested? Yes No

Equipment Request: Projector Screen Sound System Laptop Lectern

White Board Flip Chart Round Tables # _____ #Chairs/Table _____ Tablecloths

Rectangular Tables Portable Piano

Detailed Setup Information (*use back of form if needed*)

REMINDER: There is no sexton on site on Monday morning, Saturday, or Sunday afternoon.

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.*

*Door(s) will be unlocked 10 minutes prior to and 5 minutes after the requested start time. You must make arrangements for anyone who needs to enter before that time or who is running late. **DOORS MAY NOT BE PROPPED OPEN FOR SECURITY REASONS.***

ALL APPROVED, ONGOING RESERVATIONS EXPIRE ON SEPTEMBER 1 OF THE CURRENT YEAR. A NEW APPLICATION MUST BE SUBMITTED AND APPROVED PRIOR TO SEPTEMBER 1 TO CONTINUE USE.

I have read and agree to abide by all Sequoyah Hills Presbyterian Church guidelines and policies.

Signature: _____ **Date:** _____

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