

APPLICATION FOR USE OF COVENANT PRESBYTERIAN CHURCH
(CONCERTS, MEETINGS, PARTIES, RECEPTIONS, RECITALS)

The supervising adult is responsible to see that the rules are understood and carried out by members of the group requesting use of the facility.

Covenant Presbyterian Church is a smoke and alcohol free facility.

Permission is granted for use of only a specific area, and respect for the property must be observed. Defacing, damaging, or littering in any area is strictly forbidden. No tacks, glue, or nails may be used on any furniture or anywhere.

Certain equipment and items such as tables, cloths, etc. may be used with permission and restored to their original state. Any equipment supplied from outside sources must be removed immediately after the party/reception. Garbage must be bagged and placed in the outside bin. Dish towels, etc. should be furnished by the caterer if there is one.

A detailed drawing of any set-up of tables, chairs, etc. must be submitted to the church office no later than one month prior to the event.

If you intend to leave flowers to be used in the church, please notify the office. The individual in charge of flowers will take into consideration the freshness of the flowers, as well as the particular character of the service in which they will be used, and will determine whether the flowers need rearranging and where they shall be placed. A notice in the bulletin will read as follows: "The flowers today are given to the glory of God in honor of..."

Signing and returning this application form secures your date on the church calendar if the date is available.

If you will be using the nursery or any room for child care, please notify the office and you will be given a copy of our Guidelines for child care for non-church sponsored events.

Your deposit may not be refunded if any of the above rules are broken.

Lights must be turned off and all doors locked before leaving.

Date(s) and time(s) requested _____ Facility area requested _____

Summary of intended use _____

Support from any group or equipment needed _____

Fees for custodian: *Set up and clean up (any area)*

4 or more tables - \$100.00 Less than 4 tables - \$50.00

Chairs only - \$25.00

Clean up (Sanctuary only; i.e. Recital) \$50.00

(Chapel only; i. e., Recital)/ other areas) \$25.00

Facility use fees: *Members* – None

Current pre-school members' birthday parties – None

Non-Members – 4 or more tables - \$100.00

Less than 4 tables - \$50.00

Chairs only - \$25.00

Refundable deposit: *Fellowship Hall* - \$100.00;

Chapel/Sanctuary/Other Areas - \$50.00

I agree to use Covenant Presbyterian Church in accordance with this policy and am responsible for restoring the facilities to their prior condition and for any damage incurred. To the extent, if any, permitted by the laws of the State of Alabama, I agree to release, hold harmless, and indemnify Covenant Presbyterian Church for any claims resulting from injuries that may be received or suffered while using their facilities.

Responsible individual printed name _____; Signature _____

Address _____ Phone _____ Date _____