

BUILDING USE APPLICATION

Name of Applicant _____

Organization, if any _____

Address of Applicant/Organization _____

Person in charge of event _____

| <u>Telephone #s</u> | <u>Daytime</u> | <u>Evening/Weekend</u> |
|---------------------|----------------|------------------------|
|---------------------|----------------|------------------------|

| | | |
|-----------|-------|-------|
| Applicant | _____ | _____ |
|-----------|-------|-------|

| | | |
|--------------|-------|-------|
| Organization | _____ | _____ |
|--------------|-------|-------|

| | | |
|------------------|-------|-------|
| Person in Charge | _____ | _____ |
|------------------|-------|-------|

Describe the purpose of the event: _____

Need elevator for handicapped access? yes _____ no _____

Need key to Building? yes _____ no _____

Date(s) requested _____ / _____ / _____

Time(s) requested to _____ from _____

How many people _____

| | | | |
|-------------------|-------------------|-------------------------------|------------------|
| Room(s) requested | _____ Sanctuary | _____ Fellowship/Perinne room | _____ Choir room |
| room | _____ Dining room | _____ Basement/Mosaic room | _____ Rainbow |

| | | |
|--------------------------|----------------------------|---------------|
| _____ Sunday School room | _____ 2nd Floor/Upper room | _____ Balcony |
|--------------------------|----------------------------|---------------|

*I have received and read the Policy on the Use of Church Building.
I will ensure that those who use the building with me observe the Policy and all its rules.*

DATE _____ SIGNATURE _____

Church Use Only: Application received at Church Office on _____ / _____ / _____

Clerk of Session Signature _____

Community Use of the Riverside Presbyterian Church Facility

The use of Riverside Presbyterian Church facilities is under the control and supervision of the Riverside Church Session. Therefore, the Riverside Session shall permit the use of the facility by designating areas within the Church as limited open forums. This would allow groups to meet on Church premises during non – service time.

The Riverside Presbyterian Church has authorized the use of the building facilities to groups that qualify under IRS 501C or could qualify as a 501C organization if they applied, and for member functions to celebrate events in their lives. These organizations must apply for the use of the facility by filing a written request with the Clerk of the Session, to be approved by the session.

Any organization or group granted permission to use the facility will be expected to abide by these general regulations.

- No smoking inside the building
- No alcoholic beverages
- No gambling
- No decorations or moving of any furniture without special permission
- Nothing will be sold, given or displayed without special permission
- Responsibility for the preservation of order must be assured by the applicant.
- The applicant must agree to make good any property loss or damage occurring during the use of the facility.
- Certificates of insurance may be required naming the Church as an additional insured on the organizations insurance policy.
- The applicant agrees to indemnify and hold the Church harmless from any and all liability or claims arising from the use or occupancy of the Church property by the user, its employees, guests or invitees.
- All trash must be disposed of properly in receptacles provided.

It is expected that all groups using Riverside Presbyterian Church facility will make a contribution to further the mission of the Church, either by monetary payment or through an in – kind contribution to worship, Church events or Church facilities.

Organization Representative

Clerk of the Session

Date: _____

Date: _____