



**APPLICATION FOR USE OF  
CHURCH BUILDINGS/ROOMS**

Date the building/room will be used: \_\_\_\_\_ Time of Use: \_\_\_\_\_ -- \_\_\_\_\_

Name of persons or group using the space:

CHURCH MEMBER:  Yes  No

Name of contact person: \_\_\_\_\_

Phone number for contact person: \_\_\_\_\_

E-mail address for contact person: \_\_\_\_\_

Purpose for using the space: \_\_\_\_\_

What space(s) will be needed: \_\_\_\_\_

Will the church kitchen be used? Explain:

Will food be served? Explain:

What services or Equipment will be needed?

Heat or Air Conditioning  Piano  Tables # \_\_\_\_\_

Projector & Screen  Microphone  Chairs # \_\_\_\_\_

Wi-Fi Access  Sound System  Other: \_\_\_\_\_

Special instructions or requests: (Set up may require additional fees)

Acknowledgement: I/We have been given and agree to the Guidelines for Use of Church Facilities established by HPC. I/We assume all risks and dangers inherent in the use of these facilities, accepting them in "As Is" condition. I/We agree to use my/our best judgement in the use of these facilities and to follow generally accepted safety principles. I/We waive and release Hawfields Presbyterian Church of any and all liabilities.

**FOR OFFICE USE:**

Church Event

Cost for use of space: \_\_\_\_\_

Session Approval Needed:

Yes  No

Date Approved: \_\_\_\_\_

B/G Committee Signature of Approval:

Added to the church calendar

Copy returned to Applicant



## **GUIDELINES FOR USE OF HAWFIELDS PRESBYTERIAN CHURCH FACILITIES (Excludes weddings & funerals)**

- Church members will be allowed to use facilities at no cost once per month.
- Non-church members will pay a fee of \$250 for use of the building and will be required to pay deposit of \$75 at time of reservation.
- Non-church members will be charged a fee of \$75 for use within a 24-hour period.
- Church members and /or non-members will be charged a fee of \$75 for each multiple use (using the facilities more than once a month).
- When being used by non-members, the church facilities will be unlocked by a church member, who will check the facility at the end of the function, and then secure the building.
- Use of electronic equipment in the Fellowship Building is not included.
- Clean-up will be the responsibility of the member and/or non-member before leaving the building. All trash must be removed from the building. All equipment and furniture must be returned to the original place.
- Any additional cleaning required should be contracted by the member or non-member with the church custodian.
- Any damage which occurs during the use of the facility shall be the responsibility of the person reserving the facility. Any issues regarding damages are to be brought before the Session.
- Church members and/or non-members reserving the facilities shall sign a form that they have received a copy of these guidelines.
- The facility cannot be used for personal monetary gain.
- Request must be made before the 2<sup>nd</sup> Sunday of the month for any event to be held after the end of that month. All events must be approved by the Buildings and Grounds and the Session.
- Any exceptions to the Guidelines will be handled by Buildings and Ground and the Session.