

Date(s) for use: \_\_\_\_\_

**PARK CENTRAL PRESBYTERIAN CHURCH  
REQUEST FOR USE OF FACILITIES**

*\*Please allow 3-10 business days to process building use request\**

1. Name of event: \_\_\_\_\_
2. Name of group making request: \_\_\_\_\_
3. Contact person: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Email address: \_\_\_\_\_
6. Time(s) for use: \_\_\_\_\_ (arrival / departure in building)
7. Event Time: \_\_\_\_\_
8. Number of people to be in facilities: \_\_\_\_\_

**FACILITIES REQUESTED** (please check all that apply & **CIRCLE** Y/N where applicable)

\_\_\_ **Sanctuary** ~ Yamaha  
Piano use? Y/N  
~ Organ use? Y/N

**BASEMENT:**  
\_\_\_ Dining Hall  
\_\_\_ Kitchen

**1<sup>ST</sup> FLOOR:**

\_\_\_ Gathering Hall ~ Piano use? Y/N  
\_\_\_ Kitchenette  
\_\_\_ Library

**3<sup>RD</sup> FLOOR:**

\_\_\_ Grace Chapel ~ Piano use? Y/N  
\_\_\_ Upper Room  
\_\_\_ North Room  
\_\_\_ South Room ~ Shower use? Y/N  
\_\_\_ West Room ~ Shower use? Y/N

**2<sup>ND</sup> FLOOR:**

\_\_\_ Nursery

**OFFICE USE ONLY**

\_\_\_ Approved

\_\_\_ Not approved

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRIBUTE TO:**

File/Church Calendar: \_\_\_\_\_

Pastor: \_\_\_\_\_

Christian Education Leader: \_\_\_\_\_

Sexton: \_\_\_\_\_

Organist: \_\_\_\_\_

Person/group requesting use: \_\_\_\_\_

Request received: \_\_\_\_\_ Instrument use approved: \_\_\_\_\_

Sanctuary deposit received: \_\_\_\_\_ Sanctuary deposit returned: \_\_\_\_\_

Sexton assigned: \_\_\_\_\_

Notes:

## **PARK CENTRAL PRESBYTERIAN CHURCH POLICIES FOR BUILDING USE**

*\*Please allow 3-10 business days to process building use request\**

### **REQUESTS AND APPROVAL FOR USE**

- All groups that are not part of Park Central Presbyterian Church (PCPC) who would like to use PCPC's facilities for the first time must request approval by completing and submitting this form to the Board of Trustees.
- One of the pastors may approve the use of PCPC's facilities for any groups that are part of PCPC as well as other groups who have been previously approved for similar requests by the Board of Trustees.
- *All requests for use of the facilities must have an approved request form (the back of this sheet) for the date and event requested on file in the church office before that event can be scheduled on the church calendar.*

### **LEAVING FACILITIES AS FOUND**

Any use of the building by groups that are not part of PCPC presumes that they will leave the building as it was found. The more thorough cleaning tasks, such as emptying trashcans and cleaning bathrooms is done on a regular basis by the church staff.

***Should the church staff require additional hours of cleaning following building use by groups that are not part of the church, the additional cleaning hours will be charged to those who used the building at a rate of \$20 per hour.***

The church sexton finishes cleaning the building for Sunday at noon on Thursdays.

***Should a group that is not part of PCPC schedule to use the building between noon Thursday and Sunday AM, that group is responsible for a thorough cleaning of the facilities, including – but not limited to – scrubbing bathrooms, emptying trash, and vacuuming all areas!***

The kitchen facilities always require particular care. Instructions on the use of the various pieces of kitchen equipment are posted.

### **SECURITY**

- **The Fayette Street entrance to the parish house should remain locked (with push-bar egress possible) at all times** unless there is someone physically present at the doors to monitor people coming in.
- Whenever there is a gathering in the sanctuary, fire code requires that the Narthex doors to the sanctuary must be unlocked. For security, someone must be physically present in the narthex to monitor people coming in.
- Any group using the facilities is responsible to determine if they are the last to leave the buildings. The last group to leave is responsible for turning out all lights, setting the alarm system, and locking all exterior doors with deadbolts.

### **SHARING EXPENSES FOR SANCTUARY**

The parish house is cared for regularly during the week and does not incur any major cost in using parts of it for meetings and other gatherings. However, because the sanctuary does require significant additional care when it is used, the church asks that any non-PCPC groups that use the sanctuary help share the costs with a minimum \$150 donation per use. **For wedding use, see specific guidelines and costs.**

If you have any questions about these policies, the location of cleaning supplies or other specifics, please contact the church office.