

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

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

1. Name of group making request: _____
2. Contact person: _____
3. Phone Number: _____
4. Email address: _____
5. Date(s) for use: _____ (mm/dd/yyyy)
6. Time(s) for use: _____ (arrival / departure in building)
7. Event Time: _____
8. Number of people to be in facilities: _____
9. If Wedding ~ Date/Time: _____ Rehearsal Date/Time: _____

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

___ **Sanctuary** ~ Piano use? Y/N
 ~ Organ use? Y/N

BASEMENT:

___ Dining Hall
___ Kitchen

1ST FLOOR:

___ Gathering Hall N
___ Gathering Hall S ~ Piano use? Y/N
___ Kitchenette
___ Library

3RD FLOOR:

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

2ND FLOOR:

___ Nursery

OFFICE USE ONLY

___ Approved

___ Not approved

Approval Signature: _____ Date: _____

DISTRIBUTE TO:

File/Church Calendar: _____
Christian Education Leader: _____
Sexton: _____
Organist: _____
Person/group requesting use: _____

Request received: _____

Deposit received: _____

Sexton assigned: _____

Instrument use approved: _____

Deposit returned: _____

Notes:

PARK CENTRAL PRESBYTERIAN CHURCH POLICIES FOR BUILDING USE

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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.