

CHURCH USE REQUEST FORM
New Bethlehem Presbyterian Church
Office: (724) 378-3751

Please return completed form to the church office as far in advance of date requested as possible to confirm your reservation.

1. _____ Date: _____
(Name of person requesting use)

2. Check the appropriate box: Member Non-member

3. Address: _____

4. Phone #: _____ Email: _____

5. Date(s) Requested: _____ 6. Time of day: Begin: _____ End: _____

7. I have access to the building (key). I will need access to the building.

8. *Facilities needed (please check all rooms you plan to use):

- Sanctuary & Narthex Fellowship Hall Stage Area
 Classroom(s) Kitchen Other: _____

9. Please explain the activity to be held: _____

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

_____ Date: _____

Signature of Responsible Party

Please attach check(s) in the appropriate amount to this form.

For office use only:

Use of Facility (Reviewed by Session):

Approved Denied _____ Date: _____
Signature of Moderator of Session

- Recorded on the church calendar Website Calendar Updated
 Requestor notified Church Custodian & Groundskeepers Notified

Security Deposit Check Number: _____ Event Fee Check Number: _____

Security Deposit: Returned (Date: _____) Withheld by _____

Reason: _____