

*\*fees may apply*

*(See building use fees for more info)*

## PARK PRESBYTERIAN CHURCH

### USE OF THE BUILDING

Today's date: \_\_\_\_\_

Official name of the group: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell phone number \_\_\_\_\_

Email address: \_\_\_\_\_ Number of people involved: \_\_\_\_\_

Nature of the program: \_\_\_\_\_

Space desired: \_\_\_\_\_

Day and date of meeting: \_\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_

Are refreshments to be served? \_\_\_\_\_

If so, what kitchen facilities are needed? \_\_\_\_\_

Will the group be responsible for the part of the building they are using, during and after the meeting? \_\_\_\_\_

If children or young people are involved, will an adult representing the group agree to be in the building before the arrival of anyone and until their departure? \_\_\_\_\_



We also request the person in charge of this group to make arrangements for seeing that all lights are turned off, and that any doors used are properly locked before leaving the building. If more than one group is in the building, please check and arrange who is to be responsible.

If special furnishings and arrangements are required, this should be cleared with the office which will in turn clear them with the Property Committee. They will also be responsible for adjusting the heat. Please do not adjust thermostats.

Appropriate gratuities for the custodian are recommended in terms of the amount of extra work created by the use of the building unless otherwise specified.

The office is allowed to schedule certain types of meetings. Other types must be cleared with the Property Committee before approval.

Your key card will be set up for the door you will be assigned to use when entering the building, please see that your group uses only that door.

PLEASE ATTACH A COMPLETE CALENDAR OF ALL MEETING DATES.