



FACILITIES USE REQUEST (FOR INDIVIDUALS AND NOT-FOR-PROFIT GROUPS)

*All groups wishing to use church facilities must complete this application in full. The Board of Property Management will review applications. It is understood that the group representative filing this application is responsible for the church. **Please note: facility use reservations may need to be canceled in the event of a funeral; we hope visitors will understand the priority of a funeral in this situation. Please carefully review the rules and guidelines on the back.***

Date of application: _____

Organization info:

Organization name: _____

Phone number(s): _____

Address: _____

Applicant/Requester info:

Name: _____

Phone: _____ Email: _____

Church member as a sponsor for your event(s): _____

Date(s) and time(s) space is needed: _____

Location (e.g., Fellowship Hall, Community Room, etc.): _____

Approximate number of persons attending: _____

Description of use: _____

Equipment and Set Up Requests:

Tables _____ # Chairs _____

Audio/Visual (may require the event organizer to pay for an attendant/technician) _____

Kitchen (**equipment use requires church member present**): _____

Other _____

☐ A donation of **\$60** will offset utility costs and set up/break down/cleaning. Please make check payable to Peace Dale Congregational Church.

Donation = number of uses x donation request
\$ _____

☐ **A certificate of insurance** listing Peace Dale Congregational Church as an additional insured. (This requirement pertains to not-for-profit organizations only, not to individuals.)

Continued on reverse —>

Nov 2024

RULES AND GUIDELINES:

1. **A certificate of insurance** listing Peace Dale Congregational Church as an additional insured must be received by the church office at least 2 weeks prior to the event. Failure to receive this certificate will negate your application. **(This requirement pertains to not-for-profit organizations only, not to individuals.)**
2. No alcohol is to be served.
3. Smoking is prohibited in the church building.
4. No thumb tacks or scotch tape are to be used on the walls.
5. No helium-filled balloons, smoke/fog machines, or fire/fire displays/pyrotechnics are to be used, especially in Fellowship Hall or the Sanctuary because of the fire/smoke detectors and risk.
6. It will be the responsibility of the organization to be certain that lights are turned off, thermostats are turned down to evening settings, and doors and windows are closed and securely locked before leaving the church premises (unless another group is still meeting). Furniture needs to be returned to its appropriate place, and displays and blackboard notes you make should be removed or erased.

Please note: facility usage reservations may need to be canceled in the event of a funeral.

Organization's Name: _____

Applicant/Representative's Name: _____

Representative Signature: _____ Date: _____

***Please return completed agreement and application to the church office
at the above address or via email office@peacedalechurch.org.***

Management signature: _____ Date: _____

Approval (circle one):

Approved

Not approved

Notes/comments: _____

☐ Certificate of Insurance received: _____

☐ Donation received: _____