

Cape Fear Presbyterian Church
FACILITY USE REQUEST FORM

Please return completed form to the church office

1. _____ Date: _____
(Group or Individual requesting use)

2. Address: _____ Phone #: _____

3. Date(s) Requested: _____ If recurring - Start date: _____ End date: _____

4. Time of day: Begin: _____ End: _____

5. Member or regular attender who will be present (if applicable): _____

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

7. Facilities needed (please indicate all rooms you would like to use):

- ☐ Jennings Hall
- ☐ Officer/Meeting Room
- ☐ Outside Picnic Shelter
- ☐ Other _____

- ☐ Classroom(s) How many? _____
- ☐ Kitchen
- ☐ Library

8. Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: _____

Estimated number of people involved: _____

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.

PLEASE NOTE: We do not charge a set fee for the use of our facility. However a we do request a donation for our continued ministry.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)

_____ Date: _____

Signature of Responsible Party

For office use only:

Approved by: _____ **Date:** _____

Key issued? ☐ Yes ☐ No

CC:

____ (Custodian) ____ (Office) ____ (Property Team) ____ (Other)