

Center Church, EPC - Facility Use Request Form

Date: _____

Contact name/s: _____

Contact phone/s: _____

Email/s: _____

Date/s requested: _____

Time/s requested: _____

How many attending: _____

Facilities requested: (check all requested)

Sanctuary/Narthex

Christian Education Wing

Pavilion

Parking Lot(s)

Pickleball Courts

Other: _____

Purpose of event: (please provide a brief description of your organization and/or the purpose for this event, including who will be participating, types of activities etc.)

Key required: Yes No

If no key is required, who will provide access to the facility: _____

Copy of Liability Insurance Provided: Yes No

Sound Technician requested: Yes No

Only trained individuals are permitted to operate the media and sound equipment.

A trained operator can be provided for a nominal fee.

Referred by: _____

Signature Required

I affirm that I have read and agree to the Center Church terms of facility use. (See other side)

Printed Name: _____ Date: _____

Signature: _____

Center Church, EPC - Facility Use Request Form

The vision of Center Church, EPC is to be a church that proclaims the love of Christ by serving and building personal relationships with our community. We believe this is God’s purpose for our church. We are happy to share our facilities with families, groups, and organizations as one of the ways we accomplish this purpose. We consider use of our facilities by outside groups to be a ministry in service of our community.

Terms of facility use:

1. All facility use at Center Church is subject to the governance and approval of the Session, under the guidelines established by Center Church and our denomination, the Evangelical Presbyterian Church (EPC).
2. Facility use shall not conflict with Center Church core beliefs as outlined in the Essentials of the Faith. A copy of the Essentials is available by request.
3. Facility use requests must be reviewed and approved by the Session prior to use.
Session reviews requests with the following considerations:
 - The event is of a manner to support or encourage family, community, and/or the Christian faith.
 - The nature of the event is in accord with Biblical teaching and common church doctrine.
 - The facility is adequate for the purpose of the event (size, space, seating, etc).
 - The facility availability on the requested dates/times.
4. Contact Person(s) listed on this form are responsible for any damage incurred at the event. All damages should be reported to the church secretary at info@centerchurchgc.org or 724-748-4118 as soon as possible. Center Church shall not be held responsible for any injuries that happen during the scheduled event. Groups and organizations will be able to provide documentation of liability insurance if requested.
5. All facilities are to be returned to a clean condition at the end of the event, all lights turned off, and all doors locked, if applicable, when the event has concluded.
6. Center Church is not responsible for providing expendable supplies for the event (e.g. decorations, paper goods, cleaning supplies, etc.) and all supplies are to be removed at the end of the event.
7. Tables, chairs, picnic tables, benches, etc. should be returned to their original locations.
8. Center Church is not responsible for obtaining or recording any PA Child Clearance information for individuals or groups using the facility. Organizations that work with children attest that volunteers and staff comply with current PA Child Welfare laws and will be able to provide proper documentation if requested.
9. Center Church does not have a predetermined fee schedule for building use. Donations are gladly accepted. A fee may be negotiated for large or long-term events. Center Church reserves the right to request a deposit or a fee for the use of any event.
10. Fees for Pickleball court rentals can be found on the Center Church website:
www.centerchurchgc.org/pickleball

For Office Use Only

Date Processed: _____	Approved by Session:	Yes	No	
Notes: _____	Added to Calendar:	Yes	No	
Fee Required:	Yes	No	If yes, how much: _____	Date collected: _____
Deposit Required:	Yes	No	If yes, how much: _____	Date collected: _____
Key provided:	Yes	No	If yes, date given: _____	Date returned: _____