

# Milford Presbyterian Church

## Building Usage Request Form

*-Return to the Church Office for Committee Approval-*

Organization: \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Person # 1: \_\_\_\_\_ Phone # 1: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_ Phone # 2: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Recurring Event? \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Time: \_\_\_\_\_ Group Size: \_\_\_\_\_

### Room Requested

- |  |  |
|--|--|
| <input type="checkbox"/> FH Fellowship Hall  | <input type="checkbox"/> CR Class Room _____ |
| <input type="checkbox"/> WR Westminster Room | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> P Parlor            |  |

### Conditions for Use of Rooms

1. No usage fees will be charged by the church for your use, however, freewill donations to the Milford Presbyterian Church would be appreciated.
2. Only non-profit organizations, clubs and other groups can use the building.
3. Members of your group **do not** have access to the **Church Sanctuary or Chapel**, unless specifically authorized. We ask that your group be respectful of these sacred surroundings and that children accompanying your group be supervised.
4. **No uncovered beverages are allowed outside of Fellowship Hall.**
5. When the church office is closed **you will enter and exit from the Liberty Street door**, which can be locked opened and relocked with the "Allen wrench" key, located on the inside frame. Other exits only available are from the front doors on either side of the central door and the Fellowship Hall back door. Further, **do not prop open any outside doors** or unbolt the stationary front doors.
6. If needed, you will be given the Liberty Street door code for building access, which is not to be shared.
7. The Facilities Committee reserves the right to make changes in room assignments as necessary to accommodate other groups or church needs, such as vacating Fellowship Hall for a funeral luncheon.
8. Furnish a certificate of insurance with the church named as an "additional insured", if applicable.
9. Ongoing uses will be reviewed yearly and requests should be turned in by December 1<sup>st</sup>.
10. If these rules are not followed, use of the building could be forfeited.

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Requesting Organization's Authorized Signature of Acceptance of The Conditions:

Approved by Facilities: \_\_\_\_\_ Date: \_\_\_\_\_ Added to Master Calendar: \_\_\_\_\_