



**REQUEST FOR USE OF CHURCH FACILITIES BY MEMBER**

Effective 1 July 2002

Approved by Session, 24 June 2002

**RULES FOR USE CHURCH FACILITIES BY CHURCH MEMBERS**

- 1. All seasonal decorations, including but not limited to Easter and Christmas, and bulletin boards are to be left intact.
2. A member of the church who knows how to use the dishwasher must be present for all events using the kitchen.
3. Tables are only to be moved under the direction of the Sexton. Arrangements with a floor plan should be made in advance.
4. Please respect items in the pantry identified for specific purposes. Unless indicated to the contrary, paper goods (plates, cups, napkins) are for the use of all members when needed for a church event.
5. Dishes are to be rinsed, washed and returned to the pantry. (The kitchen overseer will operate the dishwasher).
6. Any food left in refrigerator will be disposed of in a timely fashion. All food items MUST have a name and date clearly attached.
7. Linen tablecloths are to be shaken outside to remove loose crumbs, etc., folded and placed on the kitchen counter.
8. Used dish towels should be folded and placed on the kitchen counter.
9. All garbage bags are to be tied up and placed in the stairwell outside. Loose trash is to be picked up from floor and all tables wiped down.
10. Prior to leaving, make sure all burners are turned off, food put away, sinks are cleaned and lights are turned off.
11. Suggest members make a donation to the Sexton for the extra setup and cleanup time for personal events.

**PLEASE OBSERVE POSTED SIGNS.**

Date Submitted: \_\_\_\_\_ Your Name: \_\_\_\_\_

Purpose for use of facilities: \_\_\_\_\_

Contact person representing organization/group/activity:

Contact for Event: Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Space Requested: Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Women's Lounge \_\_\_\_\_

Other: \_\_\_\_\_

Event Date(s) (for multiple dates, please indicate times next to dates) \_\_\_\_\_

Event Time(s): Set-up \_\_\_\_\_ Event Time \_\_\_\_\_ Clean Up \_\_\_\_\_

Equipment to be used: China \_\_\_\_\_ Flatware \_\_\_\_\_ Glasses \_\_\_\_\_ Coffee Pots \_\_\_\_\_

Stove/Oven \_\_\_ Tablecloths \_\_\_\_\_ Pots & Pans \_\_\_\_\_ Punch Bowls \_\_\_\_\_ Other: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ If a fee is being charged, what is the amount? \$ \_\_\_\_\_

Set-up instructions/Notes (tables, chairs, etc.) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**A NEW USE FORM MUST BE SUBMITTED FOR EACH YEAR.**

The organization representative guarantees that all the space utilized will be left in the same condition as found before use and that the organization/individual agrees to abide by the Rules and Regulations of the Warrenton Presbyterian Church for said use. The undersigned also agrees to assume all risk of use of the facilities for itself and its invitees, agents and guests. The undersigned further agrees to hold the church and/or its agents harmless from any and all liability for said use:

I have been provided with a copy of the Rules for Use of Kitchen, Fellowship Hall, Youth Lounge, Women’s Lounge and other space within the Church and agree to abide by these rules.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative

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**CHILDREN MUST BE SUPERVISED AT ALL TIMES. ABSOLUTELY NO SMOKING!**

Please be courteous to other individuals and groups by keeping to the times and spaces requested and approved for your use. Changes in dates and times after approval cannot be guaranteed.

CHURCH USE/SPACE AND FACILITIES – Leaders of community groups of children or youth who use the church facilities are required to read the Child Abuse Prevention Policy and sign the agreement to abide by it. **Church facilities will not be available to groups whose leaders refuse to read and sign the policy.**

**AGREEMENT TO ABIDE by the Child Abuse Prevention Policy and Procedures of the Warrenton Presbyterian Church:** *I have read and understand the policy and agree to abide by it. I do attest to the fact that I have never been investigated and convicted or had a “founded” charge, nor had any expungements from my records, concerning the following “barrier crimes”: murder, kidnapping, rape, sexual assault, pandering, crimes against nature involving minors, taking indecent liberties with children, abuse and/or neglect, obscenity, pornography, or any other crimes involving minors.*

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

**FOR CHURCH USE ONLY**

SPACE is *AVAILABLE*: \_\_\_\_\_ SUBMITTED to Administrative Committee: \_\_\_\_\_

Special restrictions on use: \_\_\_\_\_

Equipment authorized to be used: \_\_\_\_\_

Fee Charged: \$ \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_

*Approved* by Administration Committee by: \_\_\_\_\_ Dated \_\_\_\_\_

*Denied* by Administration Committee: \_\_\_\_\_  
\_\_\_\_\_  
Dated \_\_\_\_\_

\*SUBMITTED to SESSION for APPROVAL/DENIAL ON \_\_\_\_\_

APPROVED/DENIED by SESSION: Approved/Date \_\_\_\_\_ Denied/Date \_\_\_\_\_

\*Only necessary if Committee forwards to Session for review.

CC: ADMINISTRATION OFFICE SEXTON APPLICANT TREASURER