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APPLICATION FOR USE OF CHURCH SPACE

1. Name of organization or group:		2. Date of application:
3. a) One-time <input type="checkbox"/> Date: _____ - _____ - _____ Day: _____ or b) Ongoing <input type="checkbox"/> Dates: From _____ - _____ - _____ To _____ - _____ - _____ Day(s): _____ The maximum length granted at one time for use of space is one year. You must submit a new application if you wish to continue to use the space after a year.		NO PETS. SMOKING AND ALCOHOLIC BEVERAGES ARE PROHIBITED.
4. Time: From _____ To _____		5. Approximate attendance: _____
6. Space requested:		
7. Type of activity: (How space will be used.)		
8. Number of tables and chairs required: (Group is responsible for setting up and taking down)		
9. Food or beverages to be served: <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Will kitchen be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No (Rules for use of kitchen must be observed.)	
USER'S RESPONSIBILITIES		
(1) Persons signing this application shall be responsible for all damage or loss of property occurring at such meeting; ordinary wear and tear is the exception. (2) When you unlock the door for your meeting, please have someone from your group at the door until all members arrive. At that time, you must lock the door. You will need to make arrangements for members who arrive late. (3) The outside door(s) must be locked when you leave the building. I HAVE READ AND ACCEPT the "USER'S RESPONSIBILITIES" above, the "POLICY FOR SPACE REQUEST," and the "POLICY FOR USE OF CHURCH FACILITIES" (separate pages). Please initial to indicate acceptance: _____		
11. Your signature in box 12 confirms that you have read the application and the accompanying policy pages and you understand the procedures for the use of rooms and space.		
Please complete the questions on the other side. If you need to expand on your answers, you may attach a separate sheet of paper.		
12. Signature (Person in charge)	13. Print name in box 12.	
14. Address (print)	15. Phone(s)	
	16. Email	

Office Use Only Below This Line

Request <input type="checkbox"/> Approved <input type="checkbox"/> Denied on _____/_____/_____ by <input type="checkbox"/> session <input type="checkbox"/> pastor	
Space Assigned:	Donation/Fee Amount:

**APPLICATION FOR USE OF CHURCH SPACE
QUESTIONS**

(circle one)

Are you a member of CPC? Yes No

Were you referred by a member of CPC? Yes No

Have you previously utilized space at CPC? Yes No
If so, for what kind of event?

Briefly describe your organization and event.

Are you flexible in your dates? Yes No

Is your organization not-for-profit? Yes No

Will you be using this space for business purposes? Yes No

Will you be selling anything? (services or products) Yes No
If yes, please describe: _____

Does your organization carry its own insurance? Yes No

Will you be charging a fee to attendees? Yes No

Is your organization able to provide a donation for the use of space? Yes No

(Acceptance of application does not require a donation and will not be denied if no donation can be made.)

Are there children attending the event? Yes No
If yes, what kind of supervision will be provided for the children?

If requesting only the playground area, are you aware that there is no access to restrooms? Yes No

Catonsville Presbyterian Church
POLICY FOR SPACE REQUEST

1) Church and Child Care Center groups/committees have priority for the use of all rooms on the premises, including the gym and fellowship hall. If there is a function for which a church group needs a room/space and it has been assigned to a non-church related organization or group, the church group takes precedence. On such occasion, the non-related organization or group will either be assigned to another room or will need to cancel the meeting on the corresponding date if another suitable room/space is not available.

2) No commercial caterers may use the kitchen.

If the kitchen is to be used, the Kitchen Manager must first be contacted before the request is submitted to Session for approval. If the Manager is unwilling or unable to attend the function, the space cannot be granted.

3) The Session determines if an organization will be allowed to use the space requested. The Session usually meets the first Wednesday of the month and will review applications at that time. Requestors will be notified by the administrative assistant about the outcome of the decision. If the request is denied, Session may provide a brief reason as to why the request was denied.

4) **The maximum length granted at one time for use of space is one year. It is your responsibility to request and complete a new application if you wish to continue to use the space after a year.**

Catonsville Presbyterian Church
POLICY FOR USE OF CHURCH FACILITIES

Mission:

We seek to find and
share God's calling for
this community of faith
through worship, fellowship, and service.

Objectives:

- 1) To demonstrate stewardship of our resources to Catonsville Presbyterian Church members and the surrounding community that supports the mission of Catonsville Presbyterian Church.
- 2) To create an environment of inclusivity among church members and the community through the availability of church facilities for worship, church meetings and events, and use by community groups.

Use Criteria:

- 1) *Church Members — Church Chartered Organizations*
 - a) Will be approved subject to space availability.
 - b) For meetings on a regular schedule or one-time meetings.
 - c) No fee required.
 - d) Monetary donations accepted and will support the operating budget of the church.

- 2) *Non-Profit Organizations — Community Groups — Service Organizations*
 - a) Will be approved subject to space availability.
 - b) For meetings on a regular schedule or one-time meetings.
 - c) No fee required.
 - d) Monetary donations accepted and will support the operating budget of the church

- 3) *Commercial or Fee-Based Organizations*
 - a) Requests will be reviewed on a case-by-case basis by the Session.
 - b) Fees for use will be established by the Session and amended from time-to-time as required.

Use Contract (where applicable):

A contract will be signed between the Session and a representative of the requesting group. The contract will provide specific details and conditions for the use of the church facilities, including the right of the Session to terminate the contract at any time, with advance notice. Requirements for safety of participants and the security of the facility will be developed and administered by the Session and will be covered in the contract.

Prohibited:

- 1) Serving or consuming alcoholic beverages.
- 2) Gambling.
- 3) Smoking.
- 4) Fund-raising activities not specifically approved in advance by the Session.
- 5) Pets.