

# Presbyterian Church of Brookville

100 White Street / Brookville, PA 15825 Phone 814.849.2413 Fax 814.849.7929

## Rate Schedule

<input type="checkbox"/> \$75.00 (Member)	<input type="checkbox"/> \$150.00 (nonmember)	<input type="checkbox"/> \$75.00 (Member)	<input type="checkbox"/> \$150.00 (nonmember)
Sanctuary Fee		Education Building	
<hr/>		<hr/>	
\$30.00			
Janitorial Fee (Mandatory)			

## Guidelines and Procedures

- The church property is to be used for fellowship and activities that ultimately glorify God. The property is not intended to be used by individuals or organizations for personal gain or profit through direct or indirect selling.
- If permitted, the activity is only for the dates and times on this application.
- This permission may be revoked at any time for just cause.
- No alcohol, drugs or tobacco are permitted on church property.
- Any special requests or special circumstances must be disclosed and approved prior to the event taking place.
- Any damages done shall be the responsibility of the applicant and the applicant's organization.
- No Loud or unruly behavior is permitted.
- If it is not a church member that is using the property, there shall be an appointed member of the church that will be primarily responsible for the property use along with the person who is not a church member.
- This request for property use will also be subject to any rules and regulations established by the Trustees and Session both now and in the future.
- Application and fee is to be made no fewer than 30 days prior to the scheduled event or approval by the session whichever is earlier. Checks should be made payable to: The Presbyterian Church of Brookville. The church administrative assistant will then give the appropriate fees to the custodian.
- With decorations, care must be taken that no damage is done to the church buildings or furnishings. Please do not use Scotch tape or wire! The church member/contact person will be billed for actual damage repair, if any.
- No balloons are to be used to decorate the sanctuary.
- The paved parking lot on Cherry Alley, behind the church, is the parking lot. It is available for use during the event.
- This form should be given to the church administrative assistant for routing to the appropriate person/committee for approval and for entering on the church calendar.

## Signatures

I release the Presbyterian Church of Brookville and individuals from liability in case off accident during the approved activities.

<hr/>	<hr/>
Signature	Date
<hr/>	<hr/>
Signature	Date
<hr/>	<hr/>
Signature	Date

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## Request for Property Use

Name / Name of Organization _____ ( ) _____ Phone		Name of Event _____	
Address _____		Start Time _____	End Time _____
City, ST ZIP Code _____		Date(s) Requesting _____	
Church member sponsor (if applicant is not a member) ( ) _____ Sponsor Phone		Alternate Date(s) _____	
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Education Building <input type="checkbox"/> Parking Lot Which property do you want to use?		Type of Event: <input type="checkbox"/> Wedding* <input type="checkbox"/> Meeting <input type="checkbox"/> Shower <input type="checkbox"/> Dinner <input type="checkbox"/> Program <input type="checkbox"/> Concert <input type="checkbox"/> Other, explain. _____	
* A separate form is required for weddings			

## Contacts

Primary Contact _____ ( ) _____ Home Phone		Secondary Contact _____ ( ) _____ Home Phone	
( ) _____ Work Phone		( ) _____ Work Phone	
Address _____		Address _____	
City, ST ZIP Code _____		City, ST ZIP Code _____	

## Additional Information

<input type="checkbox"/> Yes <input type="checkbox"/> No Are you a member of our church?	<input type="checkbox"/> Yes <input type="checkbox"/> No Are you charging admission for this event?
<input type="checkbox"/> Yes <input type="checkbox"/> No Do you have insurance?	_____ If so, carrier/policy number
Briefly describe what, if any, kind of decorating you would like to do _____ _____ _____	
Names and phone numbers of people responsible for cleanup _____	