

BUILDING USE REQUEST FORM

Cross Roads Presbyterian Church 3281 Wexford Road Gibsonia, PA 15044 724-935-3636

This form must be completed and returned to the Church Office for approval before any activity will be placed on the church calendar.

Requests from organizations not part of the church, or non-recurring church requests, must be submitted at least 6 weeks prior to the event to allow time for Session action.

Sponsoring Department/Organization _____ Date of Request _____

Contact Person _____

Address _____

Phone _____ Cell _____ Email _____

EVENT INFORMATION / SCHEDULING

Description of Event _____

Date of Event _____ Expected Attendance _____

Starting Time _____ Set Up Date / Time _____

Ending Time _____ Take Down Date / Time _____

FACILITIES REQUESTED (Check all that apply)

- Sanctuary
- Fellowship Area # of Circular Tables / 8 chairs (up to 4) _____ OR # of Rectangular Tables / 8 Chairs (up to 6) _____
- Picnic Pavilion 4 Picnic Tables Included # of Rectangular Tables / 8 Chairs (up to 8) _____ Gas Grill _____
- Kitchen
- Lower Level Classrooms (Specify Rooms) _____
- A/V Equipment: TV/DVD Player _____ USB Projector _____ Overhead Projector _____

I have read the guidelines regarding building use, including fees and terms of use, and hereby agree to abide by them, ensuring that the members of my group abide by them also.

Signature _____ Date _____

FOR OFFICE USE ONLY

____ Member ____ Non-Member Approved by / Date _____ Added to Calendar by / Date _____ Copy to Sexton _____

Deposit Req'd : Y N Building Use Fees \$ _____ Custodial Fees \$ _____ A/V Fees \$ _____

Deposit Rec'd ___/___/___ TOTAL EVENT FEE \$ _____ Rec'd: ___/___/___ Check # _____

Deposit Ret'd ___/___/___ Key Issued to / Date _____ Key Returned ___/___/___

Request Canceled ___/___/___ Reason: _____