

Appendix A – Facility Use Request and Agreement



ALPHARETTA PRESBYTERIAN CHURCH

PROPERTY USAGE REQUEST

Organization's Name _____

Mailing Address _____

Insurance Certificate Attached Yes _____ No _____ (if required)

Is this group sponsored by Alpharetta Presbyterian Church? Yes ___ No ___

Number of people involved _____ Room requested _____

Brief description of activity planned _____

Childcare Needed? Yes _____ No _____

Equipment required (i.e. tables, chairs, A/V, etc.) _____

Setup Diagram attached (if necessary) Yes _____ No _____

Usage:

One time () Day & Date _____ Time _____

Continuous () Start Date _____ End Date _____

Weekly: Day(s) _____ Time _____

Monthly: Day(s) _____ Time _____

Responsible Officer or Leader (name and telephone number)

1 _____ 2 _____

phone _____ phone _____

I have read and approve of the facility use policy. _____

Signature of Responsible Person

APPROVED BY _____ DATE _____ ROOM ASSIGNED _____

Alpharetta Presbyterian Church reserves the right to relocate or reschedule this activity should a church activity, deemed urgent by the Session or Property Trustees, take precedence over this activity. Should this occur, every effort will be made to accommodate your activity in another part of the building on the same date and without disruption to the above group activity. The groups using the building assume total responsibility for any claims, property damage, or personal injury resulting from the use of the building and agree to indemnify and hold APC harmless from any such claims.

Fax to (770) 751-0873 c/o Property Manager or email gene@alpharettapres.com

