

# 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 Alpha-Alpha 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 \_\_\_\_\_

Alpha-Alpha 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](mailto:gene@alpharettapres.com)

