



**ALPHARETTA PRESBYTERIAN CHURCH  
PROPERTY USAGE REQUEST**

**Make sure you have a card  
key to access the building!**

Organization's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

For non-APC groups and organizations:  
Is your group covered by insurance? Yes  Please attach current certificate.  No

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  Children or Youth participating in event? Yes  No

Equipment required (i.e. tables, chairs, A/V, etc.) Yes  No

Usage: One time  Date \_\_\_\_\_ Time \_\_\_\_\_

Continuous  Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Weekly or Monthly: Day(s) \_\_\_\_\_ Time \_\_\_\_\_

**Responsible Officer or Leader (name, telephone number and email)**

1.) \_\_\_\_\_ 2.) \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

I have read and approve of the facility use policy. \_\_\_\_\_  
Signature of Responsible Person DATE

**If youth and children are participating in the group and their parents are not present, all adults working with children must consent to APC conducting a state and national background check. The APC office will contact you for a list of adults with their name and email address. They will receive an email with instructions on how to complete the background check. The background check requires a fee of \$21 per person. The use of the sanctuary requires the approval of the Property Manager, the Senior Pastor, and the Director of Music. The reserving group will be required to hire an APC representative.**

**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 or email [office@alpharettapres.com](mailto:office@alpharettapres.com)**