



**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 an Alpharetta Presbyterian Church member? Yes No

Room requested:
 Sanctuary \$500/2 hours
 Fellowship Hall \$150/hour
 Gym \$200/day OR \$100/hour
 Adult Classroom \$50/hour

Number of people involved: _____

Room requested:
(prices for outside groups)

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 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