



# ALPHARETTA PRESBYTERIAN CHURCH PROPERTY USAGE REQUEST

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

## SECTION 1: ORGANIZATION CONTACT INFORMATION

Organization Name: \_\_\_\_\_

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

### Contact Names - Responsible Officers or Leaders for this Event

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION 2: EVENT INFORMATION

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

Is this group sponsored by an Alpharetta Presbyterian Church member? *Note: APC Member must be present at this event if listed.*  Yes Name: \_\_\_\_\_  
 No

Brief description of the event: \_\_\_\_\_

Number of people involved in event: \_\_\_\_\_ Anyone under 18 participating in the event?  
 Yes (2 adult background checks will be required)  
 No

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

Recurring   Weekly  Monthly Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## SECTION 3: FACILITY REQUEST INFO

Room requested: (prices for outside groups)  
 Sanctuary \$700/2 hours min. (\$350 for each additional hour)  
 Fellowship Hall and/or Kitchen \$200/hour  
 Gym \$200/day OR \$100/hour  
 Adult Classroom \$50/hour

Do you already have key card access to APC?  
 Yes  
 No

**Please complete the following Room Set-up and AV Requests for each room you are requesting.**  
*Please note you are required to set up an appointment one week prior to your event for an AV and/or kitchen run-through.*



## ALPHARETTA PRESBYTERIAN CHURCH PROPERTY USAGE REQUEST

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

Sanctuary Room Set-up and AV requests			
	Podium with microphone		Grand piano
	Handheld wireless microphones (Max 4) How many will you need: _____		Upright piano
	Tall microphones (2) in choir loft		Music played from your own laptop, phone or another device. Either hard-wired or blue tooth
	Sound routed through microphones vial full-room soundboard/speakers		Chairs for Chancel/Stage How many will you need: _____
	Large screen & projector (connected through your own device)		Soundtrack played through room speakers from projector setup.

Fellowship Hall Set-up and AV requests			
	<b>Tables:</b> How many round tables? _____ How many rectangular? _____		Handheld wireless microphone
	<b>Folding Chairs:</b> Will you need more than 48? _____ If so, how many? _____		Podium with microphone and speakers
	Large screen & projector (connected through your own device)		Soundtrack played through room speakers from projector setup.

Adult Classroom and Gym Set-up and AV requests			
	<b>Folding tables</b> (6-foot rectangular tables) How many will you need? _____		TV with computer or Zoom capability
	<b>Folding Chairs:</b> How many? _____		TV with DVD

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.**

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. **Email completed form to the APC OFFICE at [office@alpharettapres.com](mailto:office@alpharettapres.com)**

-----**STAFF USE**-----

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Room Assigned \_\_\_\_\_

Payment received: \_\_\_\_\_ Key given to: \_\_\_\_\_ AV Person Assigned: \_\_\_\_\_