



# FACILITIES REQUEST FORM

## Pear Orchard Presbyterian Church

*See reverse side of this form for FEE Schedule*

<b>TODAY'S DATE</b>	<b>SUBMITTED BY (SPONSOR)</b>
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<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
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<b>PHONE NUMBERS</b>			
HOME	WORK	CELL	E-MAIL

<b>NAME OF EVENT / GROUP</b>
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<b>Is this a church (mission)-related event?</b> YES NO
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<b>DATE OF ACTIVITY</b>	<i>Day of week (circle)</i> SUN MON TUE WED THR FRI SAT
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<b>IS THIS A RECURRING ACTIVITY?</b> YES / NO <i>If yes until what date?</i>
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<b>TIME: FROM</b>	am / pm	<b>TO</b>	am / pm
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<b>FACILITIES REQUESTED</b>			
<input type="checkbox"/> SANCTUARY	<input type="checkbox"/> FELLOWSHIP HALL	<input type="checkbox"/> PARLOR	<input type="checkbox"/> EDUCATION BUILDING ROOM # _____
<input type="checkbox"/> CAFETERIA	<input type="checkbox"/> CONFERENCE ROOM	<input type="checkbox"/> OTHER _____	

<b>EXPECTED ATTENDANCE</b>	<b>CHILDCARE REQUESTED (AGES)</b>
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<b>SET-UP INFORMATION (Check needed items)</b>			
<input type="checkbox"/> SOUND SYSTEM	<input type="checkbox"/> TV/VCR	<input type="checkbox"/> OVERHEAD PROJECTOR	<input type="checkbox"/> VIDEO PROJECTOR
<input type="checkbox"/> SCREEN	<input type="checkbox"/> OTHER _____		

<b>THE FOLLOWING DOORS NEED TO BE OPENED AT:</b>	am / pm		
<input type="checkbox"/> NE (school)	<input type="checkbox"/> NW (front parking lot)	<input type="checkbox"/> SE (sanctuary)	<input type="checkbox"/> SW (nursery)

Draw a sketch of how room is to be set up for the activity. Show tables, chairs podium, media, etc.

<b>OFFICIAL USE ONLY:</b>	<i>Administrator</i> <input type="checkbox"/> Concur <input type="checkbox"/> Approved <input type="checkbox"/> Scheduled
<i>Diaconate</i> <input type="checkbox"/> Concur <input type="checkbox"/> Approved	Date _____
<i>Session</i> <input type="checkbox"/> Approved	Date _____

## **FEES**

- 1.1 Different fee schedules are established for Pear Orchard Presbyterian Church members and non-members. Deposits are to be attached to the Facilities Request form at the time it is submitted.
  
- 1.2 Children's Birthday Parties or other children only events, such as boy scout or girl scout special events
  - 1.2.1 POPC Member: \$50 deposit/ \$25 refundable if checklist is completed appropriately
  - 1.2.2 CCS Parent but non-church member: \$70 deposit/ \$35 refundable if checklist is completed appropriately
  
- 1.3 Showers or parties with a guest list of 40 or less to be held in Church Parlor, fellowship hall, or other campus facility
  - 1.3.1 POPC Member:
    - 1.3.1.1 \$50 deposit/ \$25 refundable for first three hours (including host set up/ clean up time) if checklist is completed appropriately.
    - 1.3.1.2 \$70 deposit/ \$35 refundable for 3 to 5 hours \$100/\$50 refundable for over 5 hours.
  
- 1.4 Showers or parties with a guest list of 41 or more to be held in, fellowship hall, or other campus facility
  - 1.4.1 POPC Member
    - 1.4.1.1 \$80 deposit/ \$40 refundable for first three hours (including host set up/ clean up time) if checklist is completed appropriately.
    - 1.4.1.2 \$100 utilities/usage deposit for 3 to 5 hours, plus Maintenance Personnel Fees.
    - 1.4.1.3 \$120 utilities/usage deposit for over 5 hours, plus Maintenance Personnel Fees.
  
- 1.5 Non-Member usage by Organizations or Business
  - 1.5.1 Cost for events with 75 or less people:
    - 1.5.1.1 \$200 deposit/\$50 refundable if checklist is completed appropriately for 3 or less hours including set up, event, clean up, plus Maintenance Personnel Fees.
    - 1.5.1.2 Fees increase by \$25 per hour for events over 3 hours long.
  - 1.5.2 Cost for events projecting over 75 people:
    - 1.5.2.1 \$300 deposit for 3 or less hours.
    - 1.5.2.2 Fees increase by \$30 per hour for events over 3 hours long.
  
- 1.6 Maintenance Personnel Fees
  - 1.6.1 Maintenance personnel fees are required if facilities being used require a set up for the next days scheduled activities, and/or opening and closing of facilities.
  - 1.6.2 Maintenance personnel fees include cleaning of restroom facilities and halls.
  - 1.6.3 Fees are set at \$10.00 per hour.

Please submit two checks with this form, one for the use fees and one for the refundable amount.