

COVENANT PRESBYTERIAN CHURCH
310 Covenant Lane
Harleysville, PA 19438
215-256-1007
information@covpreschurch.org

BUILDING USE APPLICATION (FOR ACTIVITIES NOT RELATED TO COVENANT'S MINISTRY)

Our church facilities were given to us by God so that we might use them to worship and serve Him, and thus bring glory to His Name. Any use of the facilities should therefore be consistent with this purpose. The following guidelines shall govern the scheduling and use of the church facilities:

1. Official church ministries and requests by members are granted priority when scheduling building use.
2. The only religious services permitted are those approved by the Session.
3. In order to manage the coordination required with the church calendar, please submit your request to use the pavilion at least one month ahead of time.
4. Use of the building for weddings is only permitted for members of Covenant Presbyterian Church.
5. The Board of Deacons kindly requests that any space used be returned to the condition in which it was found. If the space used is found to be in poor condition after use, the Board may request the person or group using the facility to pay for any damage or cleaning that is required.
6. It is requested that no sanctuary furniture be moved without permission from the Board of Deacons.
7. Food may be served to small groups that can be accommodated in Rooms 107, 109, 110 and 112. These rooms allow for a maximum capacity of 100 people. In addition, light refreshments may be served in either of the narthex areas.
8. Individuals or groups using the facility are kindly asked to refrain from selling or fundraising activities.
9. Please refrain from smoking or drinking alcoholic beverages anywhere on the church property.

Building Use Fees:

For groups consisting *primarily* of members of CPC:

Sanctuary Use: \$100

Classroom Use: \$50

For groups consisting *primarily* of non-CPC members:

Sanctuary Use: \$300

Classroom Use: \$150

Please refer to the request form on page 2

Please contact the church office at 215-256-1007 or information@covpreschurch.org to inquire whether the date you are requesting is available. You may then complete the form below and return it to the church office with any required fees. Checks should be made payable to Covenant Presbyterian Church.

Please initial to indicate you have read and will agree to the guidelines documented on page 1 and that you will sign and return the attached checklist after the scheduled event: _____

Name: _____

Address: _____

Signature of Responsible Representative: _____

Phone: _____ E-mail: _____

Please describe your request:

Date: _____ Size of Group: _____

Start Time: _____ End Time: _____

Purpose: _____

Requesting Use of:

Sanctuary _____ (describe intended use) _____

Classroom(s) _____ (describe requested classroom(s) and intended use) _____

Will the attendees primarily consist of CPC Members? Yes ___ No ___

Are you planning to serve food? Yes ___ No ___

If yes, please describe: _____

Your access to the building will be made possible through electronic scheduling of the church doors. You may request that the doors be unlocked before and after your event so that setup and cleanup can be done, but the Board requests that groups be mindful to not have the building be unoccupied and unlocked for longer than is necessary.

Requested time for doors to be unlocked: _____

Requested time for doors to be locked: _____

Building Use Clean Up Checklist:

Please review the list below and leave a check mark to ensure that each task is complete, if applicable. Please return this form to the church office prior to leaving after your event.

I have ensured that the bathrooms that were used have been wiped down, the trash emptied, and overall condition matches how they were found prior to my group's use	
I have ensured that the kitchen has been wiped down, no dishes are left in the sink, the kitchen trash is emptied, and the overall condition matches how it was found prior to my group's use	
I have ensured that the floors that were used have been vacuumed as needed	
I have ensured that the trash cans in the rooms that were used have been emptied	
I have ensured that any tables or chairs that were moved as result of my group's use have been returned to their original placement	
I have ensured that all windows and doors are closed	

I am responsible for above checklist for my group's use of the facility:

Name: _____

Phone: _____

Signature: _____