

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

PAVILION 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 pavilion should therefore be consistent with this purpose. The following guidelines shall govern the scheduling and use of the church pavilion:

1. So that the pavilion may be enjoyed by many for years to come, the Board of Deacon asks any group using the pavilion to conduct the necessary clean up to ensure the space is left in the same condition that it was found. This includes the pavilion itself, the surrounding yard, the parking lot, and any rooms inside the building that are utilized. 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.
2. Access to the church building, for use of the far narthex bathroom facilities and kitchen only, may be permitted for groups that contain at least one member of Covenant.
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. The pavilion may be used during daylight hours and it is requested that all necessary clean-up activities be completed by 10:00 p.m.
5. Because of the building and property use necessary for Sunday morning worship, it is requested that use of the pavilion not begin on Sunday until at least 1:00 p.m.
6. Out of courtesy to our neighbors, we ask that music be enjoyed at a respectful volume during pavilion events.
7. Please refrain from smoking or drinking alcoholic beverages anywhere on the church property.
8. Persons or groups using the pavilion are kindly asked to refrain from selling or fundraising activities.
9. To ensure that our pavilion and property remain in good condition, we ask that guests refrain from:
 - a. Attaching anything to the pavilion in such a way that could cause damage or be difficult to remove
 - b. Driving or parking on the grass
 - c. Allowing pets on the property

Pavilion Use Fees:

For groups consisting *primarily* of members of CPC: No Charge

For groups consisting *primarily* of non-CPC members: \$100

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 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: _____

Start Time: _____ End Time: _____

Purpose: _____

Size of Group: _____

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

Is the responsible representative a member of Covenant? Yes ___ No ___

If the responsible representative is a member of Covenant, use of the building is permitted ONLY for the far narthex bathroom facilities and the kitchen. If you need access to the building, the far narthex door can be unlocked. Access to the building will be made possible through electronic scheduling of the church doors.

If needed and permissible:

Please indicate the time you would like the far narthex door to be unlocked: _____

Please indicate the time you would like the far narthex doors to lock: _____

Pavilion 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 pavilion is left in the overall condition that it was prior to my group's use	
I have ensured that all trash cans have been emptied with the trash being placed in the garbage dumpster. All trash cans have been returned to the building.	
If the church building was used, 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	
If the church building was used, 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 surrounding yard and parking lot are clean and left in the overall condition they were prior to my group's use	

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

Name: _____

Phone: _____

Signature: _____