

Clinton United Presbyterian Church Facility Use Form

Name of Group or Individual requesting use _____

Contact Information:

Address: _____

Contact Number _____ Email _____

Type of event to be held _____

Date of Event _____ Start time _____ End Time _____ Expected Attendance _____

- After completion of this request form please submit to: Clinton U.P. Church, 25 Wilson Road, Clinton, PA. 15026, for approval by the Session. You will be notified by the Administrative Assistant of approval of your event.
- Church Phone: 724-695-7993 Church Fax: 724-695-7097 Clintupch@gmail.com
- The use of the facility is based on the needs of Clinton U.P. Church first and is subject to a first come first served basis.

Clinton U.P. Church Use of Facility Fees

The Basic Facility Usage Charge may include: the Sanctuary, Fellowship Hall, or both.

The use of the Kitchen is a separate cost

Services Needed:	Fee:	Cost of Fee:
*Basic Facility Usage Charge: non-member	\$150	
*Basic Facility Usage Charge: member	\$0	
Pastor: (Weddings, Funeral, Memorial Service)	\$200	
Organist / Pianist:	\$150	
Sound Technician:	\$50	
Kitchen:	\$100	
Custodian: (Sanctuary OR Fellowship Hall)	\$100	
Custodian: (Sanctuary AND Fellowship Hall)	\$200	
		Total:

- Church Use/Reservation Fees are due after approval of your event. A 50% deposit is due immediately following approval, with the final 50% balance due 2 weeks before your event. Again, your approval is subject to the Church's usage need and then based on a first come first served basis. All diligence in accommodating your needs will be forthcoming, but with no guarantee of your requests approval by the Church's Session. If your event is approved, and you must reschedule or cancel, please notify the Church Office as soon as possible! Fees will be returned to you if a cancelation is necessary.
- Please make your Check Payable to "Clinton U.P. Church" and indicate on the memo line your event and the date scheduled. Deliver or mail to Clinton U.P. Church 25 Wilson Road Clinton PA. 15026. Church phone is 724-695-7993 if you have any questions.
- Please be Responsible! No Smoking in the building. No alcoholic beverage consumption.

- Please clean up your personal items, check the refrigerator for any beverage or food, and turn out the lights! Thank You!
- Scout Troop 830 related events are not subject to any fees.

If you are not paying for Custodial Services:

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after your approved event or activity is concluded.

1. Collect all garbage into bags and dispose of it in the dumpster located by the parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes or utensils used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe all surfaces and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen sink. They will be picked up and laundered after your event.
8. Please check that all doors are locked, windows are closed, gas range and lights are turned off. Then lock up the building.

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

Signature of Responsible Party _____ Date _____