

Clinton U.P. Church
Faith, Hope, Love Pavilion
Rental Application Form

Requested for: Date _____ Time: From: _____ To: _____
 Expected Attendance: _____

Please Print or Type

Name of Group: _____

Representative's Name _____

Representative's Street _____

City, State, Zip: _____

Home Telephone: _____ Cellphone: _____ E-Mail: _____

The undersigned here by makes application for rental of the pavilion in compliance with the rules and regulations below.

Representative's Signature: _____

*RETURN COMPLETED APPLICATION ALONG WITH FEE TO Clinton U.P. Church
 Box 175 Clinton Pa 15026 . Phone 724-695-7993 Fax 724-695-7097*

The Church Administrative Assistant will call and confirm or deny your request.

Applications are confirmed depending on the church's use of the pavilion and based on a first come first served basis. Once the application is confirmed please submit a check made out to Clinton U.P. Church with "pavilion rental, event, and date", on the memo line.

RULES & REGULATIONS

1. Rental is \$75 (The \$75 is due once application is approved by the Session).
2. If the church kitchen/rest rooms are used there is an additional custodian \$25 Fee.
3. The Building and Pavilion closes at 9:00 P.M. No usage before 1:00 P.M. Sunday.
4. All Trash must be placed in the church dumpster.
5. Leave the pavilion in a CLEAN and ORDERLY condition.
6. NO alcoholic beverages permitted.
7. Scout Troop 830 related events are not subject to any fees.

Failure to observe these rules and regulations will cause the applicant to lose future rental approval.

✓	Services Needed:	Fee:	Cost of Fee:
	Basic Fee:	\$75	
	Kitchen/ Rest Room/Custodian Fee	\$25	
			Total:

Date Paid _____ Check # _____

Clinton U.P Church Building and Pavilion Use Form Procedures

- 1. Applicant can obtain a form from the church office, and must fill out the appropriate form for either use of the building or pavilion.*
- 2. The completed form must be submitted to the administrative assistant. The administrative assistant will make two copies of the completed form and return one copy to the applicant, and place one copy in the building/pavilion use binder and mark it as pending upon approval.*
- 3. The administrative assistant will give a copy to the clerk of session.*
- 4. The clerk of session will seek approval from the session and once determined will return the copy to the administrative assistant with the copy marked as either "approved by Session" or "denied by session". If denied give a reason for denial :(scheduling conflict Etc.)(The clerk of session may retain a copy for their records).*
- 5. Once the administrative assistant receives the form back from session's approval or denial, they will contact the applicant with the information. If the event is approved, the administrative assistant should inform the applicant to submit a check for the appropriate amount to Clinton U.P. Church with memo line information as requested on the form.*
- 6. The administrative assistant should mark the form with the approval date and insert it in place of the pending form in the building/pavilion use binder.*
- 7. Once the administrative assistant receives the check it will be attached to a copy of the approved form and placed in the treasurer's mail box.*

Form Revision Date: 03/29/13