

Please complete the application below and return to the church office. If you have any questions, please contact the Church Administrator.

**CALENDAR PURPOSES ONLY (no rooms requested) ☐**

**Dates of Facility Use: (One Application Per Event)**

NOTE: If an event lasts more than one day, please include the beginning and ending time on each consecutive day.  
*The time listed will be the time shown on the church calendar. If additional time is required for setup and cleanup, please provide that information in the appropriate place below.*

Date of Event: _____	Date of Event: _____	Date of Event: _____
Time (Actual Event Start Time):	Time (Actual Event Start Time):	Time (Actual Event Start Time):
Starts: _____ AM/PM	Starts: _____ AM/PM	Starts: _____ AM/PM
Ends: _____ AM/PM	Ends: _____ AM/PM	Ends: _____ AM/PM

**Name of Event:** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

**Number of Persons Expected to Attend:** \_\_\_\_\_

**Event Does Not Repeat**

**Event Repeats:**

- Daily ( Excluding Holidays)  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Weekly ( Excluding Holidays)  
Every \_\_\_\_\_ week(s) on  Su  M  T  W  Th  F  S  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Monthly ( Excluding Holidays)  
 On the \_\_\_\_\_ Day of the Month  
 Day of the Week:  
on the \_\_\_\_\_  Su  M  T  W  Th  F  S  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Annually
- Custom (Please list dates):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much setup time is required? \_\_\_\_\_

How much cleanup time is required? \_\_\_\_\_

I have key fob and key access to the building and assigned room(s)  Yes  No

I require the doors programmed to open for my event  Yes  No

If "Yes", please program the  
 North Entrance  East Entrance (Staff Entrance)  
 West Entrance  All Entrances  
 to Unlock at \_\_\_\_\_ and Relock at \_\_\_\_\_

**Rooms Requested:**

Not reservable by outside groups.

Main Level:

- Classroom 1
- Classroom 3
- Classroom 4
- Classroom 5
- Chapel
- Chapel Small Classroom
- Chapel Classroom (Hybrid)
- Chapel CE Office
- Holy Grounds Cafe
- Foyer
- Eddy Room
- Parlor
- Cry Room
- Sanctuary

Lower Level:

- Fellowship Hall
- Kitchen
- Classroom 6
- Gathering Room West
- Gathering Room East
- Rasmussen Music Room

Other:

- Genesis House
- Lawn and Grounds
- Fire Ring/Shelter
- Parking Lot

**Other Requests and Comments:**

**Equipment Requested:**

- Lectern
- Tripod
- Round Tables \_\_\_\_\_
- Long Tables \_\_\_\_\_
- Chairs \_\_\_\_\_
- Coffeepot
- Projector/AV

This is a special church event that requires advertising

This is a church event that requires banner placement

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Requested By:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

**My signature signifies I have read, understand, and agree to the Facilities Use Guidelines of Pine Ridge Presbyterian Church:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

References: \_\_\_\_\_  
\_\_\_\_\_

**Responsible Person (Must be church member):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

**My signature signifies I have read, understand, and agree to the Facilities Use Guidelines of Pine Ridge Presbyterian Church:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMEMBER:**

- If injury occurs, notify church office or the facilities board chairman immediately
- Return room(s) to their original condition
- Lock doors
- Turn off lights (INCLUDING BATHROOMS)
- Smoke free environment
- No alcoholic beverages
- Do not prop exterior doors open at any time
- PRPC reserves the right to cancel activities due to extreme weather conditions at any time

**OFFICE USE ONLY:**

Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Calendar conflict checked \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_