



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

Dates of Facility Use: (One Application Per Event)

Date: _____	Date: _____	Date: _____
Time (Actual time):	Time (Actual time):	Time (Actual time):
Beginning _____AM/PM	Beginning _____AM/PM	Beginning _____AM/PM
Ending _____AM/PM	Ending _____AM/PM	Ending _____AM/PM

**NOTE: If an event lasts more than one day, please include the beginning and ending time on each consecutive day. If an event is held more than one time but not on consecutive days (i.e. committee meetings, scout meetings, music rehearsals) please circle the dates requested on the calendar on the back of this form. The time listed above will be the time shown on the church calendar. If additional time is required for setup and cleanup, please note time required in the comment section below.**

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

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

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

**Room(s) Requested**

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

**Main Level:**

<input type="checkbox"/> Class Rm. 1	<input type="checkbox"/> Class Rm. 5	<input type="checkbox"/> Library	<input type="checkbox"/> Eddy Room
<input type="checkbox"/> Class Rm. 3	<input type="checkbox"/> Chapel	<input type="checkbox"/> Holy Grounds Café	<input type="checkbox"/> Parlor
<input type="checkbox"/> Class Rm. 4	<input type="checkbox"/> Old Sanctuary Class Rm.	<input type="checkbox"/> Foyer	<input type="checkbox"/> Sanctuary

**Lower Level:**

<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Computer Class Rm.	<input type="checkbox"/> Gathering Room W.
<input type="checkbox"/> Gathering Room E.	<input type="checkbox"/> Rasmussen Music Room		

**Other:**

<input type="checkbox"/> Genesis House	<input type="checkbox"/> Lawn and Grounds	<input type="checkbox"/> Fire Ring	
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**Equipment Requested**

<input type="checkbox"/> Lectern	<input type="checkbox"/> Tripod	<input type="checkbox"/> Round Tables _____	<input type="checkbox"/> Coffeepot
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Chairs _____	<input type="checkbox"/> Long Tables _____	<input type="checkbox"/> Projector/AV

**Requested By:**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

Signature \_\_\_\_\_

**Other Requests and Comments:** \_\_\_\_\_

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

Banner(s) placement required?  YES  NO If yes, date up \_\_\_\_/\_\_\_\_/\_\_\_\_ date down \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Signature signifies you have read, understand, and agree to the following guidelines.**

**Guidelines:**

- If injury occurs, notify church office or the facilities board chairman
- Lock doors
- Turn off lights
- Return room(s) to condition(s) indicated on the layout posted in each room
- Smoke free environment
- No alcoholic beverages

PRPC will provide childcare for persons attending **church sponsored activities.** Each committee requesting childcare is responsible for paying the child care workers from their budget. Committees will also be responsible for paying a minimum of 1 hour per child care worker for their time and travel if child care is requested yet no children arrive.

***PRPC reserves the right to cancel activities at the church due to extreme weather conditions at any time.***

<b>JULY '17</b>	<b>AUGUST '17</b>	<b>SEPTEMBER '17</b>	<b>OCTOBER '17</b>
S M T W Th F S	S M T W Th F S	S M T W Th F S	S M T W Th F S
1	1 2 3 4 5	1 2	1 2 3 4 5 6 7
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31
30 31			
<b>NOVEMBER '17</b>	<b>DECEMBER '17</b>	<b>JANUARY '18</b>	<b>FEBRUARY '18</b>
S M T W Th F S	S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31	25 26 27 28
	31		
<b>MARCH '18</b>	<b>APRIL '18</b>	<b>MAY '18</b>	<b>JUNE '18</b>
S M T W Th F S	S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30

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

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

\_\_\_\_\_ Key Card Issued  # \_\_\_\_\_

\_\_\_\_\_ Door Programmed Open From \_\_\_\_\_ To \_\_\_\_\_