

## Application for Use of Columbia Presbyterian Church Facilities

Group Information									
<b>Event Name</b>									
Approximate # of Individuals in Facility		Range of Ages of Individuals							
Sponsor Information									
Name			Phone Number						
Address			Email Address						
Facility Information									
<b>Dates Requested</b>									
<b>Times Requested</b>									
<b>Spaces Requested</b>									
Furniture/Equipment Requested									
Miscellaneous Information									
Insur. Waiver Signed?	N	<input type="checkbox"/>	Y	<input type="checkbox"/>	Vendor Insur. Cert. Provided?	N	<input type="checkbox"/>	Y	<input type="checkbox"/>
Food and/or Beverages?	N	<input type="checkbox"/>	Y	<input type="checkbox"/>	If Yes, please describe below:				

*As Sponsor of this activity, I certify that I have read and am familiar with the rules governing the use of this facility, as outlined in the Manual on Policy and Procedures for Columbia Presbyterian Church Facilities.*

<b>Sponsor's Signature</b>	
<b>Date</b>	

<b>For office use:</b>			
<b>Approving Official Signature</b>			
Date event posted		Date key issued	
Date confirmation email sent		Date key returned	

## Waiver

*Instructions:* The signature of the Sponsoring CPC member is required when facilities use is initiated for any Category B or Category C group or event. The completed WAIVER should be attached to the completed *Application for Use* form and retained in the CPC church office.

Columbia Presbyterian Church (CPC) is allowing the group I am sponsoring to use their facilities. It is agreed that CPC shall be held harmless from any cause whatsoever while my sponsored group is within or near all facilities and all property owned by CPC.

It is also agreed that this group will refrain from any damage to these facilities and that we will be held liable to make restitution to repair any damages caused.

It is also agreed that this group will leave the facilities in the same general state of cleanliness that the facility was in upon entry.

Group Information	
Group Name	

Sponsor Information			
Name		Phone Number	
Address			
Signature		Date	