

**CLIFTON PRESBYTERIAN CHURCH**  
**P. O. Box 320, Clifton VA 20124**  
**Tel #: 703-830-3175**

**APPLICATION FOR USE OF CHURCH FACILITIES**

NAME : \_\_\_\_\_  
 (of INDIVIDUAL and/or GROUP)

Contact Person: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_

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

Name of CPC Sponsor/Member(s) affiliated with this request: \_\_\_\_\_

Applying for use on      Date: \_\_\_\_\_                      Time: from \_\_\_\_\_ to \_\_\_\_\_  
    Date: \_\_\_\_\_                      Time: from \_\_\_\_\_ to \_\_\_\_\_

Frequency of Use (*please check one*)     Single                       Periodic                       Monthly

Area(s) to be used – for up to 4 hrs/event:	Room Fee	Amount
<input type="checkbox"/> Sanctuary	\$750	_____
<input type="checkbox"/> Fellowship Hall (Whole)	\$800	_____
<input type="checkbox"/> Fellowship Hall (Half – using dividers)	\$400	_____
<input type="checkbox"/> Fellowship Hall with kitchen	\$1000	_____
<input type="checkbox"/> Parking lot <b>ONLY</b>		(by arrangement)
<input type="checkbox"/> Other		

**Kitchen**

<input type="checkbox"/> Full Use (separate Kitchen Use Agreement Form required)	\$400	_____
<input type="checkbox"/> Light Use (separate Kitchen Use Agreement Form required)	\$100	_____

**Small Group Rates**

<input type="checkbox"/> Upstairs Classroom(s) (2-25 people)	\$25 each	_____
<input type="checkbox"/> Kitchen Use – Light (2-25 people, coffee)	\$25	_____

TOTAL USER FEE \$ \_\_\_\_\_

Occasion for use: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Further comments or explanation:

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

Signature of Applicant: \_\_\_\_\_ Date of application: \_\_\_\_\_

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Policy: The Session of the Clifton Presbyterian Church will consider the applications of those individuals or non-commercial or non-profit organizations whose activities are deemed compatible with the church's mission and outreach. Please review the Building Use Policy and include a signed Use of Church Facilities Agreement when submitting this application.

Approved by Session: _____ (Date)	Signature: _____ (Church Secretary)	User Fee: \$ _____	CK# _____
		Security Deposit	CK# _____

# CLIFTON PRESBYTERIAN CHURCH

## USE OF CHURCH FACILITIES AGREEMENT for non-wedding events

We, the undersigned, acknowledge that we have read and understood the Guidelines for the Use of Church Facilities and agree to abide by them. In consideration of the Church's agreement to permit our use of the facilities, we agree to indemnify, defend and hold harmless the Clifton Presbyterian Church, its agents, employees, and members, from and against all costs, damages, claims, liabilities, and expenses (including attorney's fees) to the person or property of ourselves, our guests, ministers, florists, photographers, musicians, and any and all other persons entering upon the Church property for the purpose of this event, occasioned by or resulting in any way out of our use of the Church facilities.

We also accept responsibility for making our organizers and attendees aware of the Church's stated policy regarding

- not removing or repositioning church items and furniture
- the prohibition of smoking inside the buildings
- the prohibition of the use of alcohol and any illegal drugs on church property

Individual Applicant: (*print name*) \_\_\_\_\_

Name of Group (*if applicable*) \_\_\_\_\_

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