

**BUILDING USE FORM**

**Ogden Presbyterian Church**

2400 South Union Street, Spencerport, NY 14559 (585) 352-6802  
ogdenpres@frontiernet.net

**Applicant:** \_\_\_\_\_

**Activity:** \_\_\_\_\_ **Approximate number** using the facility: \_\_\_\_\_

**Area Requested** (circle all that apply): Fellowship Hall      Kitchen      Sanctuary  
2nd Floor Classroom      Other (specify) \_\_\_\_\_

**Dates Requested:** \_\_\_\_\_

**Time Requested:** \_\_\_\_\_

**Fee for facility use:** Classrooms, Sanctuary, Fellowship Hall      \$40      \$ \_\_\_\_\_  
Kitchen      \$20      \$ \_\_\_\_\_  
(All fees waived for OPC committees and OPC sponsored organizations.)

**Contact Name:** \_\_\_\_\_

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

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

**NOTE:**

- **Sanctuary use must also be approved by Session**
- **Food consumption must be confined to the Fellowship Hall**
- **Only rooms assigned may be utilized**
- **Automatic External Defibrillator (AED) located in a case on north wall of Fellowship Hall near entrance/exit door. Accident forms are located by AED.**

**Accessibility:** A ramp is available at our southeast entrance and an elevator at the North side entrance.  
Do you anticipate use of the elevator? \_\_\_ YES \_\_\_ NO

I have read and initialed the conditions governing the use of the facilities (reverse side) thereby agreeing to assume responsibility to see that all regulations are complied with by my organization,

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Confirmation that the time is available on church calendar (initial and date): \_\_\_\_\_

The above use has been added to the church calendar (initial and date): \_\_\_\_\_

Trustee Approval: \_\_\_\_\_ YES \_\_\_\_\_ NO

Trustee Signature and date: \_\_\_\_\_

The Board of Trustees of OPC has the responsibility of governing the use of the church building and facilities. The church will make available its facilities based on the following conditions:

1. The attached application is received and approved by the Board of Trustees. Please submit a completed application a minimum of 6-8 weeks prior to the desired use date. Applications will be evaluated at the Board of Trustees meeting held once a month.
2. Use of the Sanctuary needs approval by Session and the Board of Trustees.
3. Smoking is not permitted in the building or on the church property.
4. Alcoholic beverages are not permitted on the church property.
5. The use of the church facilities does NOT include consumables (i.e. coffee, tea, paper, sugar, etc.)
6. Adult supervision must be provided for all children or youth present.
7. Use of the facilities is limited to the area assigned.
8. The applicant is responsible to see that the building is left in a reasonably good condition. Any damage caused during the time assigned to the applicant is the responsibility of that applicant. Such damage must be reported to the church secretary or to the Trustees.
9. If you are the last person to leave, turn off all the lights and lock all exterior doors.
10. Advanced decorating or arrangement of furniture must be done in the time requested so that the activity does not interfere with other church functions. If functions are scheduled immediately before or after the applicant's use, the church secretary or Trustees will notify you well in advance. Adherence to the requested time is very important to avoid usage conflicts.

I have read and agree to abide by these conditions.

\_\_\_\_\_ (Applicant initials/date)