

OGDEN PRESBYTERIAN CHURCH

2400 South Union Street

Spencerport, NY 14559

(585) 352-6802

ogdenpres@frontiernet.net

Event Planning Guide

A) Event Details – ☐ Wedding ☐ Funeral ☐ Meeting ☐ Other

a. Applicant/Event _____

b. Date and Time _____

c. Attendee Number _____

d. Area(s) Needed ☐ Fellowship Hall ☐ Sanctuary ☐ Kitchen
☐ Oakroom ☐ Classroom _____

B) Primary Contact Information –

<u>Contact Name</u>	
<u>Mailing Address</u>	
<u>Phone/Cell #</u>	
<u>Email Address</u>	
<u>Contact Signature</u>	
<u>OPC Coordinator</u>	

C) Service Selection – please indicate applicant or parent active member status and select services.

Mark Selections from List	<input checked="" type="checkbox"/>	<u>Member</u> <input type="checkbox"/>	<u>Non-Member</u> <input type="checkbox"/>
Sanctuary Use		N/C	\$200
Fellowship Hall Use		N/C	\$150
OPC Candles		\$ 15	\$ 15
Organist		\$100	\$100
Custodian – Sanctuary		\$ 50	\$ 50
Custodian – Fellowship Hall		\$ 40	\$ 40
Custodian – Both		\$ 90	\$ 90
Pastor Services		\$200	\$200
Pre-Marital Counseling		\$ 30	\$ 30
Facility Use – for Meetings		N/C	\$40
Kitchen Use – for Meetings		N/C	\$20
Fill In Event Total Here		\$	\$

D) Payments and Notification – Event date must be cleared by OPC Session and arrangements made for an OPC member to be present at event. Please make check payable to **Ogden Presbyterian Church**. Note that an Automatic External Defibrillator (AED) is located on the north wall of the Fellowship Hall. Church has Handicap Accessible ramp (Southeast) and Elevator (North).

Conditions and Responsibilities

Ogden Presbyterian Church will make its facilities available based on understanding and acceptance of the following conditions:

1. The application is received and approved by the Board of Trustees. To receive timely approval for your event other than funerals, please submit your application early. Due to coordinated meetings, a minimum of 6 weeks before the desired use date is recommended.
2. Use of the Sanctuary requires approval by our Board of Trustees and the Session.
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 any consumables such as coffee, tea, paper, sugar, etc.
6. Adult supervision must be provided for all children/youth present.
7. Use of the facility is limited to the area(s) which have been approved only.
8. The applicant is responsible to see that the building is left in good condition. Repair of any damage caused during the time assigned is the responsibility of the applicant. This should be reported to the assigned OPC representative.
9. The last person leaving should turn off all lights and lock exterior doors.
10. Any decorations or other arrangements to be made (such as deliveries) need to be scheduled/coordinated around other church functions. The church office will work closely with you to support your event and to avoid conflicts.

I have reviewed and agree to these terms and conditions.

Applicant Name: _____

Signature: _____

Date: _____

FOR OPC USE:

- ✓ Confirmation that time and date are available on church calendar (initial/date): _____
- ✓ Trustees have approved Building Use (signature/date): _____
- ✓ Session has approved Event and Date (signature/date): _____
- ✓ Name of OPC Contact Person Covering this event: _____