

THE KNOX PRESBYTERIAN CHURCH

**3400 Michigan Avenue
Cincinnati, OH 45208
513 321-2573 www.knox.org**

~FACILITY USE APPLICATION~

Group Name: _____

Date of Application: _____ Sponsoring Organization: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Contact Name: _____ Phone: Day () _____ Cell () _____

E-Mail _____ Best time to contact: _____

Has your group used Knox Church previously? Yes
 No If Yes, when? _____

Requested Meeting Date(s): _____ Time(s): from _____ am/pm → to _____ am/pm

Purpose of Meeting: _____ # Persons to Attend: _____ # Rooms Needed: _____

Room Numbers/Names Requested for this Meeting: _____

Is this event a fund raiser for your organization? Yes No
Are tickets to be sold for this event? Yes No Cost/ticket: _____

Setup Request: _____

Special Equipment Request: _____

BUILDING USE POLICY

The Knox Presbyterian Church facility is open for use by groups of the church and by the community at-large. Outside organizations who make application to use Knox facilities agree, by making application, to abide by the facility use policies below:

The organization must:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Fulfill a service or not-for-profit role in the community 2. Assume full responsibility for all costs associated with the event or events 3. Assume responsibility for any physical damage to the property arising from the event 4. Assume responsibility for leaving the premises in the same condition as found upon entry 5. Not use the event for any fund raising activity | <ol style="list-style-type: none"> 6. Agree that there will be no smoking in any area of the facility and will advise attendees of this policy 7. Not permit any alcoholic beverages in any area of the facility or grounds and will advise attendees of this policy 8. Assume responsibility for any user acts of negligence 9. Not permit the use of tape, adhesive or other object that would puncture, discolor or otherwise damage any surface 10. Not permit any parking in reserved parking spaces or in marked fire lanes |
|---|--|

Permission to use kitchen facilities and/or kitchen staff may be granted under the following guidelines:

The organization must:

1. Agree to all conditions set forth above and that they extend to the use of the kitchen
2. Assume responsibility for all costs associated with the kitchen (food, prep., service, cleanup, etc...)
3. Have a licensed caterer under contract for the event
4. Consult with the Kitchen Manager or Church Administrator about specific arrangements

BUILDING USE FEE SCHEDULE

Security/Custodial: \$14.00/hour/person during normal hours of operation
\$20.00/hour/person after normal hours of operation

Space Usage: Knox Commons \$300
Chapel \$150
Social Hall \$150
Kitchen To be set by Church Administrator
Sanctuary \$200 min - to be set by Session

I have read the conditions for use of the Knox facilities as found on both sides of this application and agree to fulfill all requirements. Further, our organization agrees to release and hold harmless the Knox Presbyterian Church, its officers, employees and members from any and all claims arising out of the use of the facility.

Signed: _____

Phone: Day () _____

Eve () _____

Printed Name: _____

E-Mail _____

Title: _____

ALL APPLICATIONS ARE SUBJECT TO APPROVAL - PLEASE DO NOT PROMOTE YOUR EVENT UNTIL YOU HAVE RECEIVED THIS APPROVAL!

FOR OFFICE USE ONLY

Application : Accepted Rejected Date Processed: _____ By: _____

Placed on Church Calendar: _____ Room Charges: _____

Security Charges: _____

Other Charges: _____

TOTAL CHARGES: _____

Notes: _____