

Facility Use Application

Woodstock Presbyterian Church

142 East Court Street, Woodstock, VA 22664

Organization/Individual Applicant & Address: Name _____ Address _____ _____ Phone _____ Email _____	“Responsible Individual” Name & Address: Name _____ Address _____ _____ Phone _____ Email _____
Individual Applicant: WPC member <input type="checkbox"/> yes <input type="checkbox"/> no Non-profit Event: <input type="checkbox"/> yes <input type="checkbox"/> no	
Facilities Desired: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Library <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Nursery <input type="checkbox"/> Parlor <input type="checkbox"/> Choir Room <input type="checkbox"/> Conference Room <input type="checkbox"/> Classroom(s) No. ____ <input type="checkbox"/> Kitchen (required addendum on back)	Expected number of participants _____ Seating No. _____ Tables Needed _____ Name of Caterer _____ <input type="checkbox"/> Piano <input type="checkbox"/> Organ <input type="checkbox"/> Lectern
Describe purpose for which Facility will be used. Use of alcoholic beverages is prohibited. Will there be fund raising? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain/describe: Use additional page if necessary. 	
Event Date(s) requested _____ Event Times: Arrive/Begin Set up _____ Clean up completed/Departure _____	

Non-profit groups must provide evidence of General Liability Insurance which shall be approved by WPC prior to scheduled use.

I certify that members and guests of the organization/individual will adhere to the WPC policy governing use of Church facilities (*attached*) and that the organization/individual assumes full responsibility for accidental or willful damage to Church property. In consideration of WPC allowing me/us to use the Church Facilities, I/we hereby remise, waive, release and forever discharge as well as agree to hold harmless and indemnify WPC of, for, and from any and all actions, claims, causes of action, demands, and liability of whatever nature or kind, relating to or arising from my/our use of the Church Facilities.

 Officer or Individual Applicant signature

 Title

 Date

Return to Church Office: WPC, Facility Coordinator, wstkpres@shentel.net 540-459-2646

Facility Use Application

Kitchen use

Designated person responsible for kitchen use _____

Will food be prepared onsite? _____

Appliances/equipment to be used:

- Cooktop
- Oven
- Warming ovens
- Dishwasher
- Microwave
- Sterno™

Onsite tour and familiarization of kitchen facilities with Facility Coordinator or Kitchen Committee Rep will be required prior to use. See specific Kitchen Use Guideline in Fellowship Hall Use Policy.

For Church Use: Application received by _____ Date _____

Facility Coordinator Assigned: _____ Date: _____

Action Taken: Granted _____ Denied _____ Deferred _____

Date of FC contact with group/individual: _____

Fees assigned per schedule or Session _____

Contribution/Fees received (Amount & Check #) _____ Date _____

Proof of Caterer's Liability Insurance provided for file: Yes Date: _____ Needed

Pre-event walk through:

Date: _____ Rep of organization/individual: _____

Notes: