

# Milwaukie Presbyterian Church Building Reservation

Date of Event: \_\_\_\_\_ Start time (including setup): \_\_\_\_\_ End (including cleanup): \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Purpose of facility use: \_\_\_\_\_

# of people: \_\_\_\_\_ Will you serve food? \_\_\_\_\_

Do you have a key to the building? \_\_\_\_\_ *Key checkout during office hours w/\$100 deposit*

Who will let you in? \_\_\_\_\_

Who will lock up? \_\_\_\_\_

Are you:  A member of MPC?  A Nonprofit Organization?  Another Organization?

- Outside groups must provide a Certificate of Liability Insurance naming Milwaukie Presbyterian Church as an additional insured. (Can be obtained from your insurance agent/broker.) Email to office@milwaukiepres.org or mail to MPC.
- All groups who have adults working with youth at our facility must provide the church with a copy of their child protection policy.
- Locked areas are not considered public areas and should not be used without advanced reservation. Reserving one space in the church does not confer permission to use other spaces except for bathrooms, hallways and entrances. Offices are off limits.

## Which rooms do you need\*?

- Schmidt Hall and Narthex (\$150/half day, \$250/full)
- Fellowship Hall (\$100/half day, \$200/full)
- Kitchen (\$50/half day, \$100/full)
- Fireside Room (\$40/half day, \$75/full)
- Youth Suite (\$45/half day, \$85/full)
- Room 9 (\$75/half day, \$150/full)
- Sanctuary\*\* (\$250/half day, \$500/full)

## What services do you need\*?

- Sound Tech (\$50/hr, 2 hr min)
- Data Projector (\$150)
- Childcare workers (\$30/hr, 2 hr min)
- Other: \_\_\_\_\_
- Donation: \_\_\_\_\_
- Total: \_\_\_\_\_

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Signature of Responsible Party

Date

Approved:

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Property Chair

Date

\*For nonprofit organizations, fees may be negotiated with Session approval.

\*\*By permission of the Pastor

Updated April 2019