



Christ Presbyterian Church Building Use Request – For NON-MEMBER Groups

Date(s) Requested	Frequency (i.e., weekly, monthly etc.)	Start Time	End Time
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CONTACT INFORMATION

Last Name	First Name	Email address
Address, City, State and ZIP Code		
Contact Telephone () ()	Alternate Contact Phone () ()	Organization

Your event title and description	Estimated Number of People Attending
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ROOM/EQUIPMENT REQUEST

- | | |
|---|--|
| <input type="checkbox"/> Sanctuary (up to 500 people) | <input type="checkbox"/> Stage Rooms A & B (up to 30 people) |
| <input type="checkbox"/> Lake Room (up to 20 people) | <input type="checkbox"/> Catacombs (up to 20 people) |
| <input type="checkbox"/> Bell Room (up to 15 people) | <input type="checkbox"/> Conference Room (up to 10 people) |
| <input type="checkbox"/> Childcare Rooms | |

- Fellowship Hall (up to 175 people) Chapel (up to 70 people)

For Fellowship Hall and Chapel only, choose room layout:

Classroom	Theater	U-Shape (tables)	U-Shape (chairs)	Herringbone	Other
					<div style="border: 1px solid black; width: 100%; height: 80px;"></div>

(Fellowship Hall uses round tables only.)

For Chapel only, choose direction to face layout:

- wood wall stain-glass window wall lake-view window wall

Equipment Requested
<input type="checkbox"/> Whiteboard (w/markers & eraser) <input type="checkbox"/> Easel (with paper) <input type="checkbox"/> Easel (no paper) <input type="checkbox"/> TV/VCR <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Podium <input type="checkbox"/> Music Stands <input type="checkbox"/> Standing Microphone <input type="checkbox"/> Lapel Microphone <input type="checkbox"/> Portable Screen
<input type="checkbox"/> If Sanctuary, we will be using sound system (Note: prior approval, training and donation may apply.)

Musical Equipment Requested (MUST have prior approval from Music Director and/or Organist)
<input type="checkbox"/> Sanctuary Steinway <input type="checkbox"/> Chapel Baldwin <input type="checkbox"/> Organ

Will food or beverages be served? If so, details:	All Building Use Applications must be signed. Please turn over and read our Building Use Guidelines on the back page. When your building use form is complete, send to: Christ Presbyterian Church, 944 East Gorham Street, Madison, Wisconsin 53703 Questions? Call 608-257-4845 – We look forward to working with you.
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<p style="font-size: 1.2em; font-weight: bold;"><i>You MUST return the space to the way it was at the start of your event.</i></p>	<p style="font-size: 0.9em;"><i>Christ Presbyterian Church will notify you if your event requires the presence of our Building & Grounds Manager and any associated fees.</i></p>
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GUIDELINES:

Event Scheduling

- Schedule through the Office Manager.
- Complete and sign this form in advance.
- Member groups within the church have priority, therefore this request for will not be considered more than 60 days before this event.
- Exceptions must be approved by the church leadership.
- **Christ Presbyterian Church reserves the right to not enter into a contract with any group requesting use of the church facilities.**

Church Office Hours and Building Use Hours

- Office Hours: Monday-Friday, 9:00 a.m. - 5:00 p.m.
- Building Use: Mon., Wed. & Fri. – 9:00 a.m. – 4:45 p.m.
Tue. & Thur. – 9:00 a.m. – 8:30 p.m.
Sat. & Sun. – Limited to church activities.
Some exceptions. Please call.

Parking

- Approximately 125 parking spaces are available in the church parking lot.

Rooms and Contributions

- All rooms are multi-purpose. We do not guarantee the same room assignment for subsequent meetings or events.
- Payment requested of you is not a rental fee nor are we in the rental business. We are asking you to help defray part of our cost for the utilities, custodial upkeep, supplies, depreciation, and general administration connected with use of the building.
- Custodial fees will be determined on a case-by-case basis.
Christ Presbyterian Church will notify you if your event requires the presence of our Building & Grounds Manager and any associated fees.
- We request a \$40.00 contribution for use of the following rooms: Catacombs, Bell Room, Stage Left, Stage Right, Music Room, Conference Room, Narthex, Lake Room.
 - If you request coffee, an additional \$20.00 contribution will be requested.
- We request a \$120.00 contribution for use of the following rooms: Fellowship Hall, Sanctuary, Kitchen, Chapel.
 - If you request coffee, an additional \$40.00 contribution will be requested.

Kitchen

- Cooking must be pre-approved.
- Warming food is permitted with instruction of the equipment and supervision by a member or staff.
- Food may be catered.
- Dispose of all food remaining from your group.

Set Up and Equipment

- The custodial personnel of the church shall be responsible for the movement of all church equipment and furniture when necessary.
- Arrangements for this service should be made on this form.
- Anyone assisting the custodial staff in or performing such activities does so at his/her own risk.
- No church property may be removed from the building.
- All equipment brought into the church must be approved.
- Pianos are moved only with prior notice.

Elevator Access

- There is an elevator providing access to the two main levels of the building.
- The Catacombs in the basement can only be reached by the stairs.

General Information

- You may only use the room(s) assigned to you. A room use fee will be assessed for each room used.
- It is required that a member be present during all meetings and rehearsals held in the building by outside groups.
- We are only open to your group at the reserved times. During a scheduled event, only the doors unlocked for you are to be used for entrance and exit of your group.
- **NO ALCOHOLIC BEVERAGES OR OTHER DRUGS OR SMOKING ARE PERMITTED IN THE BUILDING.**
- User groups may not use the name "Christ Presbyterian Church" in any publicity without prior permission. You may list our address, 944 East Gorham Street, for directional information. You are requested to provide us with copies of any literature and posters/publicity materials so that we can respond to inquiries. It must be clearly marked as to the sponsoring organization.
- Capacities for rooms are established by the Fire Department. A fire lane must be kept clear. Violations of these rules are violations of city codes.
- Due to liability reasons, you may be asked to present us with a copy of your insurance certificate.
- Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Office Manager or Building & Grounds Manager and should be compensated by any non-affiliated groups or activities, which caused such damage. Leave all rooms in the condition you had found them.
- No youth or children's groups will be allowed to use the building unless there is adequate, full-time adult supervision. No children or youth are allowed to be in any of the rooms unattended. You must make your own arrangements for childcare.
- We are not responsible for lost or stolen articles.
- Donations for your event are due upon approval of your request. Cancellations must be made at least 24 hours prior to the scheduled event. If cancellations are not made appropriately, you will be billed for the building-use fees, including custodial fees. If there is a hardship involved with your donation, special arrangements can be discussed.
- The contact person(s) on this form should be certain that all participants are aware of and obey these rules. The behavior of each participant reflects on your entire group and affects your future use of the building. A copy of this agreement should be distributed to all people who might supervise this event.
- Keys are not issued to any outside group.

I have read the above information and agree.

authorized signature and printed name

date

For Office Use Only:

Date Request Received: _____

Staff Review, Date: _____

Other groups' review, if applicable, Date: _____

Calendar Confirm with Requestor, Date: _____

Fee: \$ _____

Building & Grounds Manager, copy