

TREE OF LIFE PRESBYTERIAN CHURCH
933 Baltimore Pike - Springfield, PA 19064
610-543-9533, fax 610-543-2208

REQUEST FOR USE OF CHURCH FACILITIES (please print clearly)

NAME OF ORGANIZATION: _____

Address: _____

Phone Number: _____ **Email** _____

Use of facilities requested on: (day and date) _____

from (time) _____ **to (time)** _____ **Number of persons expected** _____

TYPE OF FACILITIES NEEDED (please check)

Fellowship Hall Sanctuary Chapel Library

Downstairs Class room Kitchen (full use) Kitchen (partial use)

Number of tables needed: _____ **Organ:** **Piano:**

Other: Space/Equipment needed: _____

BRIEF DESCRIPTION OF MEETING

Note: The Officers of the Church have established the following schedule of donations for use of facilities. (Use of organ and piano is not included – to be determined). Donations are to be paid in advance. (Donations may be negotiated – partially or totally waived – at the discretion of the Session) **No helium balloons are allowed!** (Contract for long term use of facilities is to be signed annually).

Cancellation of contracts subject to 30 day notice by either party.

Fellowship Hall	\$200 (4 hours and \$50 for	*Weddings -	Organist	\$150.00
Kitchen – full use	60	each additional hour)	Additional \$50.00 fee if there is a soloist	
partial use	50			
Downstairs room	25	*Funerals –	Organist	\$125.00
Sanctuary	300	(*If our organist is not used a \$50 resident organist fee applies)		
Chapel	75			
Library	35	Janitorial Services if required	\$100 (plus \$10/hr. after 4 hours)	

CONTRACT

I understand that, as a representative of the Organization making this request, I will assume full responsibility for the condition of the facilities used, and for the decorum of those attending the function described above and that no smoking or alcoholic beverages be allowed.

I will make sure the lights are turned off, heat or air conditioning is off and all doors locked. I will also leave the room as it was found.

Date: _____

Signature: _____

Title/Position: _____

Address: _____

Phone Number: _____

EMERGENCY CONTACT: Rev. Pam McShane - 610-543-7918