

LOWER BRANDYWINE BUILDING REQUEST FORM

(Rev. 5/03)

Date: _____

To: Chair of the Property Committee

Permission is hereby requested to use the facilities of Lower Brandywine Presbyterian church for the purpose listed below. If permission is granted, I/we agree to abide by the rules both general and specific (weddings/funeral etc.) for use of the building.

Name /Address/ Phone of those requesting the church: (If organization please include the name of the person in charge.)

Name: _____ phone: _____

Address: _____

Dates and times requested:

Purpose:

Facilities Request – Check each applicable box

Total charges - Payable to the church as follows:

- | | | |
|--------------------------|-------------|--|
| <input type="checkbox"/> | Sanctuary | \$150.00 |
| <input type="checkbox"/> | Social Hall | 100.00 |
| <input type="checkbox"/> | Kitchen | 100.00 |
| <input type="checkbox"/> | Nursery | 50.00 |
| <input type="checkbox"/> | Other rooms | 20.00 to \$50.00 depending on the size |
- (Make checks payable to LBPC and note building rental)*

Additional fees

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Snow Plowing (a special charge for special arrangements) |
| <input type="checkbox"/> | Sexton Charge (More than 25 people) \$30.00 |

A 50% deposit is required upon approval of your request

SUBMITTED BY: _____

Recommend for approval: _____

Approval by Chair of Property Committee _____

Date of approval:

Comments:

GENERAL RULES FOR BUILDING USE

Lower Brandywine Presbyterian Church

- 1. Since the facilities of this church are primarily for the use of its members, permission to use the facilities by non-church groups must be subject to revocation should such use in any way interfere with the normal church operation.**
- 2. The fees and deposits shall be in accordance with existing rates schedules.**
- 3. User is responsible for receiving instructions regarding use of thermostats from a church representative prior to use. Thermostats may not be adjusted by the user without prior instruction.**
- 4. It is expected the facilities will be left in the condition in which they were found. Chairs and tables are to be restored to their original positions. The care and concern for the facility should be that which one might reasonable expect.**
- 5. In the event church property is damaged or lost, such loss should be reported promptly to the church office (658-2326) and replacements made at the user's expense.**
- 6. If young children are left in the nursery, a responsible adult must oversee their activity.**
- 7. Permission to use the facilities is limited to the room or rooms as contracted in the building request.**
- 8. Prior to departure, lights are to be turned out and windows are to be closed.**
- 9. If needed on the day of use, the user may obtain a key to the building from the church secretary and should return it to her promptly after use. The building is to be kept locked - except during the function for which the permit is issued.**
- 10. The church sanitary system operates on a septic tank. Do not dispose of diapers, sanitary napkins, tampons and so forth in the toilets as these will clog the pipes.**
- 11. No food is to be left on counters. The counter, sinks, stove, etc.. are to be cleaned. Kitchen wastebaskets are to be emptied into the outdoor trash cans using heavy-duty garbage bags.**
- 12. For reasons of safety, as well as consideration for others, the fire code states that there is to be no smoking in any part of the building. Dripless candles must always be used in the sanctuary and chancel.**
- 13. Whenever a group uses the church, as an important safety procedure, both downstairs doors must be unlocked and relocked upon departure.**
- 14. No Alcoholic beverages are permitted at any time in the church or on church grounds.**