

**SOUTHMINSTER PRESBYTERIAN CHURCH**

**3500 S. Peoria Ave. Tulsa, OK 74105**

**(918) 743-4427**

**mmiller@southminstertulsa.org**

**FACILITIES USE APPLICATION**

Date of Request:

Name of Individual or Group:

Contact Person: Telephone Number:

Address:

Email Address (please notify of any subsequent change):

General Group Mission and History:

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Group Status: For-Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Fundraiser? Yes \_\_\_\_\_ No

Use/Meeting/Activity Description (Use additional pages if necessary):

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Use/Meeting/Event Date(s):

Time: From: To:

Expected Number of Participants: Room(s)/Area Requested: \_\_\_\_\_

Name, Phone Number and email address of Person Who Will Attend and Be Responsible for Event: \_\_\_\_\_

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Table Requirements: \_\_\_\_\_ Seating Requirements:

Other:

The undersigned agrees to pay the sum of \$ **Initials:** \_\_\_ as a non-refundable cleaning, maintenance/utility fee, the deposited sum of \$ \_\_\_\_\_ **Initials:** as a building key deposit and the deposited sum of \$ \_\_\_\_\_ **Initials:** as and for a security/damage deposit. The refundable deposit of \$ \_\_\_\_\_ **Initials:** will be returned provided: 1. the building key is returned and 2. the room(s)/area described above is returned in as good condition as just prior to the above meeting or event. The undersigned further agrees that any or all of the deposited amount may be retained by Southminster Presbyterian Church in the event Southminster Presbyterian Church incurs damage and/or additional clean-up costs associated with the above meeting or event.

**HOLD HARMLESS:** I agree to hold harmless and indemnify Southminster Presbyterian Church 3500 S. Peoria, Tulsa, OK, its officers, agents, volunteers and employees from any and all liability for personal injury, death or property damage arising out of the undersigned's use of church facilities or activities therein or as a consequence thereof, except for any personal injury, death or property damage which is caused solely by Southminster Presbyterian Church, its officers, its agents, its volunteers or its employees.

I have read the hold harmless waiver and agree to hold Southminster Presbyterian Church harmless from and against all liability as described above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Church-Sponsored or Church-Member-Sponsored    Outside Group or Non-member \_\_\_\_\_

Facility Room(s)/Area/Parking Lot Being Used: \_\_\_\_\_

Date of Proposed Use: \_\_\_\_\_

Rental Fee Rec'd: \_\_\_\_\_ Deposit Fee Rec'd: \_\_\_\_\_ Security Deposit Rec'd: \_\_\_\_\_

Electronic Equipment Deposit Rec'd: \_\_\_\_\_

Deposit Refund Date: \_\_\_\_\_ Amount of Refund: \_\_\_\_\_

Amount deducted: \_\_\_\_\_ Reason: \_\_\_\_\_

FA&P: \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended.

If not recommended, reason: \_\_\_\_\_

A & P Committee/Session: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

If denied, reason: \_\_\_\_\_

Comments: \_\_\_\_\_

For the A & P Committee/Session:

By: \_\_\_\_\_

Date: \_\_\_\_\_