

ALPHARETTA PRESBYTERIAN CHURCH

PROPERTY USAGE REQUEST

Organization's _____

Mailing Address _____

Is this group sponsored by Alpharetta Presbyterian Church? Yes ___No___

Is a member of the group also a member of the church? Yes ___No ___

Number of people involved _____ Room requested _____

Type of activity planned _____

Childcare Needed: Yes _____ No _____

Equipment required: (i.e. tables, chairs, etc.) _____

Usage:

One time ()

Day & Date: _____ Time: _____

Continuous () _____ and end

_____date)

Weekly: When: _____ Time _____
(example: Every Monday)

Monthly: When: _____ Time: _____
(example: 3rd Tuesday)

Responsible Officer or Leader (name and phone number):

1. _____ 2. _____

Date: _____ Approved: _____ Room assigned: _____

The Alpharetta Presbyterian Church reserves the right to relocate or reschedule this activity should a church activity, deemed urgent by the Session or Property Trustees, take precedence over this activity. Should this occur, every effort will be made to accommodate your activity in another part of the building on the same date and without disruption to the above group activity. The groups using the building assume total responsibility for any claims, property damage or personal injury resulting from the use of the building and agree to indemnify and hold APC harmless from any such claims.

Return or fax to (770/751-0873) c/o Property Manager