

Please complete and return to Laura Iskra, Office Manager

CHRIST PRESBYTERIAN CHURCH
12419 Chillicothe Road • Chesterland, Ohio 44026 • 440.729.1688

Building Use Request

Date(s) of use: _____ Time of event: _____ to _____

Reserve room(s) from _____ am/pm to _____ am/pm (if additional time is needed for setup/cleanup)

Name of organization, group, or committee: _____

Type of Event: Wedding / Funeral / Reception / Meeting / Other _____

Rooms being used (please circle):	Sanctuary	Fellowship Hall	Kitchen	Study
Room Nos. (see sketch on other side):	6	7 (Russell)	8	9/10
	12/16 (Youth)	14 (Library)	17	

I will need _____ tables and _____ chairs set up by _____ am/pm on (date) _____
in room(s) _____.

I understand I am responsible for cleanup, including putting away chairs, tables, and toys, and sweeping floors, if necessary. **If this meeting or event is the last to adjourn in the evening, I will make certain that lights are turned off in the building and exterior doors are locked.**

I have read and agree to follow the Christ Presbyterian Church building use and child protection policies. I am aware that children cannot be left unattended in the building or on the grounds and that **two child care providers are required** for children who do not remain in the assigned meeting room.

Name: _____ (please print)

Address: _____

Phone: _____

Signature: _____

Member: _____ Nonmember _____

Full fee and deposit must accompany this form. Make checks payable to Christ Presbyterian Church.

Fee: _____ Date paid _____ Deposit: _____ Date paid _____

Approved by: _____ Date: _____
for Christ Presbyterian Church

Signed and approved copies distributed to:

Setup _____ Originator _____ Office _____ P&M _____ Financial Secretary (if fees are due) _____

Seating

Room	Capacity
Study	6-8
Russell (Room 7)	10-12
Room 8	16-20
Room 11/13 (also the Nursery)	15-20
Youth (Room 12/16)	40-50
Library (Room 14)	30-40