

# Allison Creek Presbyterian Church

5780 Allison Creek Road  
York, South Carolina 29745-9179  
(803) 366-1302

## Facility Use Request

Name of Group: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) \_\_\_\_\_ Time: From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Facilities to be used: (Circle all that apply) Approximate number of people \_\_\_\_\_

Playground/Picnic Area      Family Life Center /Kitchen      Ball field      Other \_\_\_\_\_

Fellowship Hall/Kitchenette      Parlor/Bigger Room      Sanctuary

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_ Relation to group \_\_\_\_\_

Email address: \_\_\_\_\_ (will only be used for contact regarding this specific agreement.)

Alternate Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ Relation to group \_\_\_\_\_

Email address: \_\_\_\_\_ (will only be used for contact regarding this specific agreement.)

In the event of multiple usages, a key will be provided for a refundable deposit of \$50. The key may only be used for date(s) and time(s) per contract and the contact person will be responsible for opening and lockup of rented area.

Key received: Yes/No (Key may be picked up 9am - noon Tues through Fri. Return key to office after event)

Rates: Fee is to be paid in full prior to use. Deposit (separate check) will be held until after event and returned if no damage or additional cleanup was needed. Make check payable to ACPC.

### **Refundable key/security deposit \$50**

- |   |           |
|---|-----------|
| <input type="checkbox"/> Sanctuary/Bridal Room          | \$150     |
| <input type="checkbox"/> Sanctuary and rest of facility | \$400     |
| <input type="checkbox"/> Fellowship Hall                | \$100     |
| <input type="checkbox"/> Playground & Picnic Area       | \$50      |
| <input type="checkbox"/> Parlor/Bigger Room             | \$50      |
| <input type="checkbox"/> Ball Field                     | \$50      |
| <input type="checkbox"/> Family Life Center (Gym)       | \$30/hour |

All rates include 2 hours use. Additional hours are billed at \$25/hour. Groups are responsible for their own cleanup and must haul off any kitchen garbage. Any damage repairs or additional cleanup will result in loss of deposit, and further expenses billed accordingly.

If your group is using the facility for a season (3 mos or longer), ACPC will have the right to use the facility should a need arise that cannot be scheduled at any other time. The church will give as much notice as possible and will only exercise this option if there is no other.

Allison Creek Presbyterian Church does not permit alcohol or illegal drugs on the property. Smoking is not permitted inside the building. Allison Creek Presbyterian Church, its Session, and membership assume no liability for personal injury or damage to personal property. Organizations are to provide verification of insurance. Please attach insurance information to this form. No adult should be alone with a minor under 18 years of age. Any violations of this agreement will result in immediate dismissal from the property and forfeiture of deposit. Questions about this policy should be addressed to the Building and Grounds Committee.

Please sign and return this completed form to the address on letterhead. The form will be reviewed and you will be notified within 7-10 days concerning this request

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

By signing this form, you and the group you represent agree to all the aforementioned terms. Rev. April 2017

**Allison Creek Presbyterian Church**

5780 Allison Creek Road  
York, South Carolina 29745-9179  
(803) 366-1302

**Liability Release Form**

**Building and Grounds Usage**

**Release of all claims**

In consideration for being accepted by Allison Creek Presbyterian Church to use it's facilities for activities, including but not limited to group meeting, recreation activities, etc., we (I) on behalf of all participants, do hereby release, forever discharge and agree to hold Allison Creek Presbyterian Church and the ministers and officers thereof from any and all liability, claims or demands for personal injury, sickness or death, as well property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and other participants while using this facility.

Furthermore, we (I) and on behalf of participants if under the age of 21 years hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participating in activities involved therein.

We(I) further agree to hold harmless and indemnify said church, it's ministers, officers, employees and agents, for any liability sustained by said church as the result of the negligent, willful or intentional acts of said participant, including expenses incurred.

---

(Print name of Applicant)

---

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Rev. April 2017