

DATE: _____

CLAIRMONT PRESBYTERIAN CHURCH

APPLICATION FOR USE OF CHURCH FACILITIES

Please complete this form and return to the Church Office,
e-mail to churchoffice@clairmontpres.org, or fax to (404)-321-5057.

EVENT INFORMATION

NAME/GROUP/ORGANIZATION: _____

EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

FACILITY REQUESTED: _____ NUMBER EXPECTED: _____

CONTACT INFORMATION

CONTACT NAME: _____ E-MAIL: _____

CONTACT ADDRESS: _____

PRIMARY PHONE NUMBER: _____ SECONDARY: _____

ORGANIZATION INFORMATION

IS YOUR ORGANIZATION INCORPORATED? YES NO

ARE YOU A NON-PROFIT OR FOR PROFIT ORGANIZATION? _____

DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE? * YES NO

***In most cases, requests to use church facilities will require the requesting organization to provide a certificate of general liability insurance with limits of at least \$1,000,000, naming Clairmont Presbyterian Church as an additional named insured on the requester's policy. Specific language will be given the requestor to provide to an insurance agent, who will provide the certificate to be faxed or e-mailed to the church.**

ADDITIONAL NEEDS

HOW MUCH SET-UP AND BREAK-DOWN TIME WILL YOU REQUIRE? _____

WILL YOUR EVENT INCLUDE A MEAL? _____

OTHER NEEDS: _____