

## Lake Oconee Presbyterian Church Church Use Application

*The completion of this form does not mean that all information therein has automatically been approved; only that it is being submitted to the LOPC Deacons for review and approval. Depending on the type of event, a "Request to Publicize an Event" form may be required to be completed and submitted to the LOPC Director of Publications.*

Application Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Requested Date: \_\_\_\_\_ Day(s) of week \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_ Person or Group Making Request: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Church Member?  Yes  No Function Sponsor (if requester is not a member): \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Times/Duration of Use: \_\_\_\_\_ Areas Requested for Use: \_\_\_\_\_

Any Special Considerations: \_\_\_\_\_

**Sound support**  Yes  No      **Video support**  Yes  No      **Audio Recording needed?**  Yes  No  
**Live Streaming**  Yes  No      **Presentation Clicker**  Yes  No

**(Must have prior authorization from guest speaker to make a video/audio recording)**

*Reminder – Sound and Video support needs must be coordinated with the Sound Team Leader during the review/approval process.*

Supply Check List (please indicate if church supplies will be used for your event)

**Paper Products**

- Plates  Quantity \_\_\_\_\_
- Cups  Quantity \_\_\_\_\_
- Napkins  Quantity \_\_\_\_\_

**Plastic Eating Utensils**

- Spoons  Quantity \_\_\_\_\_
- Forks  Quantity \_\_\_\_\_
- Knives  Quantity \_\_\_\_\_

**Tablecloths**

- Round  Quantity \_\_\_\_\_
- Square  Quantity \_\_\_\_\_
- Rectangular  Quantity \_\_\_\_\_

**Other**

- Bagged ice  Quantity \_\_\_\_\_
- Bottled Water  Quantity \_\_\_\_\_
- Coffee/Creamer  Quantity \_\_\_\_\_

***Note: No glitter, rice, or confetti may be used inside the church. Birdseed or bubbles may be used outside the building. The Event Coordinator is responsible for ensuring the tablecloths are cleaned and returned to the church. If the tablecloths are washed with 3-4 per load, they will not need ironing. Stains should be pre-treated (DAWN dishwashing detergent works well). Tablecloths should be returned to the church as soon as possible, and care should be taken that they are stored in the appropriate labeled locations (narthex closet) by their size.***

The applicant has read, understands, and agrees to abide by the Lake Oconee Presbyterian Church Use Guidelines. Once reviewed by the appropriate Church officers, the applicant is notified as to the status of the application and any assessed fees for use of facilities.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature

**Approvals:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Scheduling Secretary      Diaconate Approval

Comments: \_\_\_\_\_ Fee for Facility Use: \$ \_\_\_\_\_

**Security needs will be scheduled for "all church" events involving children.**  
**For any other events, scheduling and funding decisions will be made on a case-by-case basis.**

## LOPC REQUEST TO PUBLICIZE AN EVENT FORM

In order for an event to be publicized properly, this information should be given to the Director of Publications six weeks before the event if at all possible. This will enable newspaper / newsletter / radio announcements deadlines to be met (if applicable). It will also ensure that all details are communicated accurately and “up front” versus “piece mill”, thus allowing quality publications / publicity.

Some of the questions on this form may not be applicable to an event. If not, please choose “no” as the answer. Please be sure to answer all questions as to avoid confusion or miss-information.

The Director of Publications/Social Media and Administrative Assistant will review it in conjunction with the “Church Use Application” form that requires approval by the Deacons.

Name of the event:		
Date of the event:	If event is more than one day, please complete info below.	
	Date From:	Date To:
Time of the event:	Time From:	Time To:
What time do doors open (if applicable)?		
Is it “first come” basis for seating, or are tickets required?		
If it is a ticketed event, is there a fee per ticket, and if so, how much?		
Do tickets need to be printed by LOPC’s Administrative Assistant?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: (1) How many? _____ (2) Should tickets be numbered? _____	
Location of the event: (At LOPC or where, LOPC room #s, sanctuary, narthex etc.)		
Will nursery need to be provided? (Age infant to 3 years of age)	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, do you know what ages?		
Does this event include a dinner? If so, please state where and how many quests are expected. (More details should be given on the “Church Use Application”)		
Will this event be followed by refreshments? If so, please state where and how many quests are expected. (More details should be given on the “Church Use Application”)		

Bulletin announcement needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please supply the information that you would like to appear in the bulletin (50 words or less) via email to Yvonne Beasley at <a href="mailto:lopc@lopc-pca.org">lopc@lopc-pca.org</a> or submit with this form (on last page). This will also be announced during the Morning Worship Celebration.	
Bulletin insert needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please supply the information that you would like to appear in the bulletin insert via email to Yvonne Beasley at <a href="mailto:lopc@lopc-pca.org">lopc@lopc-pca.org</a> or submit with this form (on last page). In general, bulletin inserts allow for more wording and graphics since the space is approximately 5 inches by 8 inches.	
Slideshow presentation of event/ministry needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Announcement slide needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Posters needed at LOPC?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email posters to local churches?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Posters needed in the community? (You will be responsible for recruiting volunteers to distribute in the community. A list of locations is available upon request.)	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No How many posters needed _____
E-mail Blast to the congregation needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Include in LOPC newsletter?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Article for local newspapers needed? Prices vary by size and whether black and white or color. See Meagan McCutchin for pricing.	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what size and B&W or color?
Dock Radio 103.9 Public Service announcement? (Free)	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Facebook Event / Post?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Banner needed? A banner is 6 feet wide by 4 feet tall. Color banner cost approx. \$185.00	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Greene & Putnam County Chambers of Commerce Public Service Announcement? (Free)	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Lake Life Magazine Public Service Announcement? (Free)	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special entertainment or guest speaker? If yes, please provide biographical information below or on a separate document, including website info if available. It may be necessary to contact the guest for this information. If there is entertainment or guest speaker, will they require a table to be set up to display items for sale, and if so, where?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No  Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No

Any other information or special requests?

Wording for  Bulletin Announcement or  Bulletin Insert  
Date to begin publicizing event: \_\_\_\_\_

Submitted by (please print name) \_\_\_\_\_

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

Daytime phone number \_\_\_\_\_

Thank you for your help by completing this form. If you need assistance, please contact the Administrator, Yvonne Beasley at [lopc@lopc-pca.org](mailto:lopc@lopc-pca.org) or the church office at 706-484-0600.