

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.