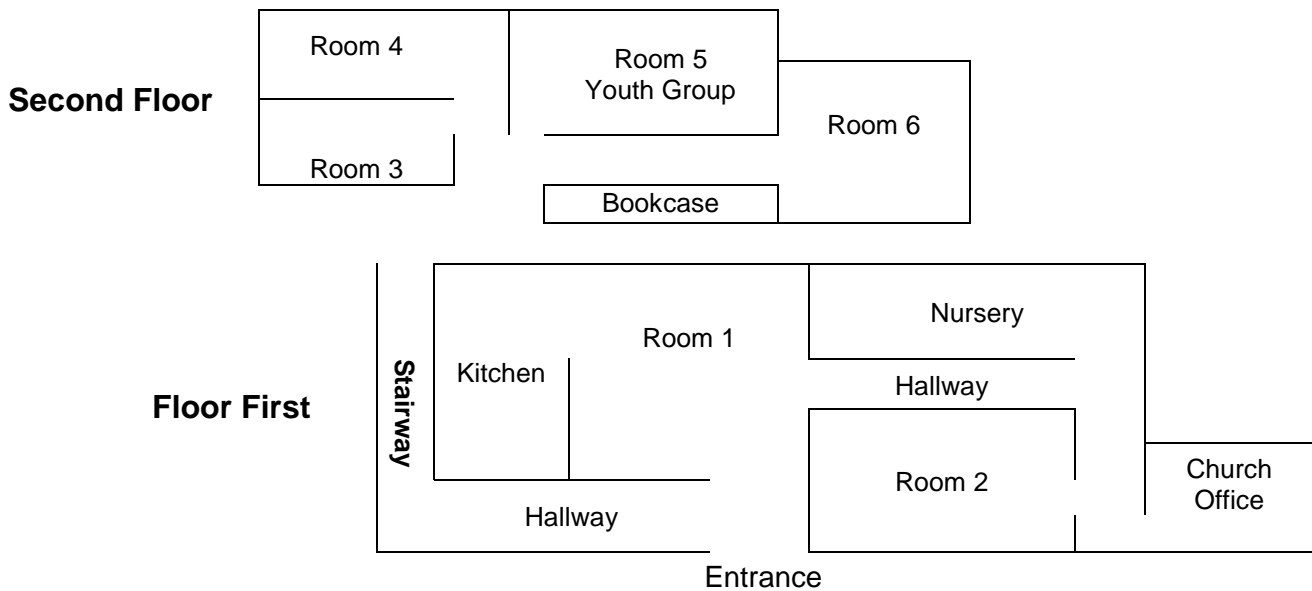


Richmond Hill Presbyterian Church

Building Use Request Form

Name of Group: _____	Group Leader: _____
Home address: _____	City: _____ Zip: _____
Phone: _____	Work phone: _____ Cell: _____
One Time Use Date: _____	Time: _____
Multiple Use Day: _____	Week 1___ Week 2___ Week 3___ Week 4___
Time: _____	Bi-Monthly___ Monthly___ Quarterly___
Beginning Date: _____	Ending Date: _____
Room Request: Room 1___ Room 2___ Room 3___ Room 4___ Room 6___ Kitchen ___	

Nursery, Church Office, and Sanctuary are to be used by special permission only.



I will insure that my group uses the facilities properly. Prior to leaving I will return the a/c settings to 80 degrees in the summer and 60 degrees in the winter. I will turn off all lights and fans. I will remove all trash. I will assure that all toilets have been flushed and vent fans have been turned off. I will leave the facilities clean and return furniture to its original position. I have read and agree to the terms of use of all of the property of the Richmond Hill Presbyterian Church.

You must sign and date your request.

Signature: _____ Date: _____

Approved: _____ Date: _____

Following these rules will prevent:

A phone call advising that the facilities have not been left in proper order and a request to assure compliance with the guidelines be followed.

Finally a letter advising the facilities cannot be used by your group because the guidelines have not been followed.

All usage agreements end on September 1st of each year. A copy of the approved agreement will remain on file in the church office. You must have a usage agreement to use the facilities.

Contact Bobbie Lynes at 756-2339 with any questions concerning this contract.