

Gates Presbyterian Church  
Building Use Application

Date of Application \_\_\_\_\_

**NON-MEMBER**

One-time use

Referred by GPC Member: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Day of Week:** Sun Mon Tues Wed Thurs Fri Sat

Date Desired: \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Type of event \_\_\_\_\_ Expected attendance \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

I have read and will comply with the rules and regulations set forth by Gates Presbyterian Church.

Applicant Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

| Room  | Fee   | Additional Fees:                      |
|-------|-------|---------------------------------------|
| _____ | _____ | Custodial Fee \$40.00                 |
| _____ | _____ | Key Deposit <sup>1</sup> \$50.00      |
| _____ | _____ | Security Deposit <sup>2</sup> \$50.00 |

**Total to be Paid** \_\_\_\_\_

<sup>1</sup> The key deposit will be refunded upon return of the key. It must be returned within 30 days of event.

<sup>2</sup> The security deposit will be refunded upon Trustee approval of property inspection.

**Building Use Committee Only**

Approved by Building Use Trustee \_\_\_\_\_

No custodial services needed for this event

Security Deposit Returned by: \_\_\_\_\_ Date: \_\_\_\_\_