



CARMEL USE OF FACILITY



Carmel Presbyterian Church
2048 Carmel Road, Charlotte, NC 28226

704/366-5114 phone
704/364-5719 fax

Please complete form and submit to the Church Office.

Completion of this form helps assess your needs as well as those of the staff assisting you. Activities will be recommended for approval based on their compliance with the stated goals and policies of the church. Use of the facility is limited to Carmel Church – sponsored activities, non-profit, and humanitarian organizations. Affirmation will be sent by email or phone call.

Event Information (Information in bold will be publicized in church literature) **This is a non-Church event.**

Name of Activity: _____

Date of Activity: _____ **Start/End Time of Activity:** _____

This is a recurring event. (Please list all dates below.) Additional Time needed for setup/teardown: _____

Dates for recurring, regularly scheduled meetings: _____

Estimated Number of People Attending: _____ Room Requested: _____

Statement of Purpose: _____

How will this activity be funded? _____

Room Setup (Space will be setup for the number of people listed above)

- Chairs only, Theater Style
- Podium
- Banquet Tables and Chairs
- Special Setup: Diagram is included or drawn on reverse.

Contact Information

Sponsored by: _____ Ministry Liaison: _____

Contact Person: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Processing:

Approved _____
signature

Entered into computer & date

Comments: _____



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Special Requests

- Food (need contact information)
Type of food: _____ Exact Serving Time: _____ Number of people expected to eat: _____
- Parking Spaces (Only for events Monday-Friday, 8:00a.m. – 5:00p.m.)
How many? _____
- A/V Equipment/Music (contact Director of Music and/or Worship Elder)
 - TV/VCR
 - Overhead Projector
 - Sound System
 - Music/Musicians
 - Equipment for PowerPoint Presentation
- Church Vehicles (Please complete and attach the Request Vehicle Use form)
- Other Requests _____

Submitted by: _____ Date: _____

Thank you for using the facilities at Carmel Presbyterian Church. In order for you to have a successful event, the following guidelines are as follows:

- † Regularly scheduled church meetings and activities will have priority over community sponsored activities (see Director of Operations for further clarification)
- † The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house
- † Smoking, use of alcoholic beverages, and illegal substances are not allowed on church property
- † Children must be supervised by an adult and not permitted to roam freely on church property
- † The church custodian will set up the area according to the approval of the request
- † After the event, clean up all areas used and ensure that the area is returned to the same condition before your use
- † The user will be held responsible for any damage done to church property associated with the scheduled event
- † The user assumes liability for injuries to persons attending the event and for damages or loss of user's property
- † Turn out all lights and lock all doors when leaving the facility
- † Report any maintenance problems and damages to the Director of Operations, Debra Wideman