

CHURCH USE REQUEST FORM

Ohio United Presbyterian Church
1236 Longvue Ave.
Aliquippa, PA 15001
Office: 724-378-3690

Please return completed form to the church office as far in advance of date requested as possible to confirm your reservation.

1. _____ Date: _____
(Name of person requesting use)

2. Are you an active member of Ohio United Presbyterian Church? _____YES _____NO

3. Address: _____

4. Phone #: _____ Email: _____

5. Date(s) Requested: _____ 6. Time of day: Begin: _____ End: _____

7. _____ I have access to the building (key). _____ I will need access to the building.

8. Facilities needed (please check all rooms you plan to use):

_____Sanctuary _____Fellowship Hall _____Kitchen
_____Library _____Classroom(s) _____Nursery

9. Please explain the activity to be held: _____

The person/organization requesting the use of Church facilities hereby absolves the church, its pastor, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

_____ Date: _____

Signature of Responsible Party

Please attach check(s) in the appropriate amount to this form.

<p><i>For office use only:</i></p> <p>Use of Facility Reviewed : _____Approved _____Denied Date: _____ _____requestor notified</p> <p>Security Deposit Check # _____ Event Fee Check #: _____</p> <p>Security Deposit: _____ Returned (date: _____) Withheld by: _____</p> <p>Reason: _____ _____</p>

USE OF FACILITIES INFORMATION AND FEE SHEET

Ohio United Presbyterian Church
1236 Longvue Ave.
Aliquippa, PA 15001
Office: 724-378-3690

Thank you for considering Ohio United Presbyterian Church for your family's special occasion. Reservations are subject to availability and are handled by the Church Administrative Assistant and/or the Church Session.

Please...

...follow the "Rules for Use of Church Facilities"

...fill in the "Church Use Request Form"

...deposits are due with your request form to reserve your date*

...you are responsible for supplying your own paper products, table coverings and other supplies

Rental Guidelines:

- Facility will be clean and ready for you
- Please let us know BEFORE YOUR EVENT if you think you will use the elevator lift so we can instruct you on its use. It allows access to all levels of the church building.
- Decorations suitable to the occasion are acceptable, but no tape is permitted on walls-only poster adhesive putty. Set-up and removal of decorations is your responsibility. Building access for decorating can be arranged through the church office.
- No food or beverages can be left in our refrigerator or freezer after an event! This includes condiments, salad dressings, creamers, etc.
- All building use is subject to the review and approval of the Church Administrative Assistant or Session.
- The rental fee includes custodial service and utility usage.
- This is a smoke-free facility in all areas and rooms.
- Alcohol, drugs and firearms are strictly prohibited.

Rental of Sanctuary (for weddings please see "Planning Your Wedding" form)

- Rental fee for the use of the sanctuary is \$500 for non-members (includes rental fee and custodial services)
- \$100 for members (custodial services only)
- All rentals require a \$100 deposit* when the reservation is booked to secure the date of the event.
- Full payment of the remaining rental fee (\$400) is due 14 days prior to the event.
- Checks are made payable to Ohio United Presbyterian Church

Rental of Fellowship Hall and Kitchen

- Members of Ohio United Presbyterian Church..... no fee (donations gladly accepted!)
 - Non-members.....\$50 deposit* + \$100 rental fee
- *Deposit is refundable and will be returned if "Rules for Use of Church Facilities" are met.
Separate checks are to be written for deposit and rental fee.
Please make checks payable to Ohio United Presbyterian Church

***Organist, Soloist, and Pastoral fees are not included with rental fees.
Their service should be arranged directly with them.***

RULES FOR USE OF CHURCH FACILITIES

Ohio United Presbyterian Church
1236 Longvue Ave.
Aliquippa, PA 15001
Office: 724-378-3690

1. The Church Administrative Assistant should be contacted to schedule a date for building use. Availability is on a first come basis.
2. All non-member use of the building must be approved by the Church Session, which meets the 2nd Tuesday of each month. Please plan accordingly.
3. All requested activities must not conflict with the ministry and mission of this church.
4. No rooms other than those given approval for may be used.
5. Tables and chairs are not to be dragged or pushed across the floors.
6. Individual(s) requesting building use should, when leaving, make sure all lights are turned off and all doors, including lift entrance, are securely locked (if custodian is not present).
7. No smoking is permitted in the building at any time.
8. No cooking is permitted unless prior arrangements have been made. If using the stove, please make sure all pilot lights on stove are lit before leaving kitchen area.
9. Tables are to be protected by coverings at all times.
10. No food or beverages may be left in our fridge or freezer after your event. This includes condiments, salad dressings, creamers, etc.
11. The nursery is not to be used unless supervision is provided.
12. Church equipment shall not be removed from the building at any time.
13. Destruction of church property will result in a loss of your deposit so please respect our facility and use proper supervision.

PLEASE FILL OUT AND RETURN THIS PORTION TO THE CHURCH WITH YOUR DEPOSIT

I have read and will abide by all stated rules.

Name _____

Organization (if applicable) _____

Phone Number _____

Email _____

Date _____

PLANNING YOUR WEDDING-FEES AND IMPORTANT INFORMATION

Ohio United Presbyterian Church
1236 Longvue Ave.
Aliquippa, PA 15001

WEDDING LICENSE: A valid license must be presented to the Pastor one week prior to the *rehearsal* date for the wedding to take place.

FLOWERS: If you will be having fresh flowers for your wedding please have the florist contact the church office (open Monday thru Thursday) to arrange delivery of the flowers. Lydia's Flower Shoppe has a key-all others need to arrange access.

MUSIC: Please call our organist, Shirley Fluharty, as soon as possible at 724-203-0819 to discuss musical selections if you will be using her services for your wedding.

PHOTOGRAPHY: You need to decide if you will allow candid flash photography during your wedding ceremony. Some professional photographers do not permit candid photos during the ceremony due to it interfering with their photos.

GROOM AND BEST MAN: The gentlemen should be in the Pastor's Office at least one half hour before the ceremony.

BIRDSEED/BUBBLES: We request that birdseed/bubbles only be used out of doors.

WEDDING FEES: A separate deposit check must be received before the date is finalized, so please send it in as soon as possible to guarantee your date! Below is the fee schedule for member and non-member weddings at Ohio UP Church.

Member wedding:

Custodian	\$100.00
Pastor	\$100.00
Organist*	<u>\$100.00</u>
TOTAL	\$300.00*

Non-member wedding:

Use of church	\$500.00
Custodian	included in above fee
Pastor	\$100.00
Organist*	<u>\$100.00</u>
TOTAL	\$700.00*

Please make your check(s) payable to Ohio United Presbyterian Church and mail it to:

Ohio United Presbyterian Church
1236 Longvue Ave.
Aliquippa, PA 15001

*if using our organist

Please let the church know if you will be using a different musician.

PLANNING YOUR WEDDING-WEDDING PARTY INFO.

Ohio United Presbyterian Church

1236 Longvue Ave.

Aliquippa, PA 15001

724-378-3690

Congratulations on your decision to have a Christian wedding. We want to celebrate this most happy time of your life with you and help you get the best possible footing as you make your vows to each other and to your Lord Jesus Christ. The Pastor requires that you have counseling to ensure you know what a Christian marriage involves. The sessions are conducted by the minister and you will find them very helpful in planning your life together.

WEDDING INFORMATION

GROOM:

Name and address: _____

Home phone: _____ Cell phone: _____

Email: _____

Age: _____ Please check one: _____ Single _____ Widowed _____ Divorced

Home Church: _____

BRIDE:

Name and address: _____

Home phone: _____ Cell phone: _____

Email: _____

Age: _____ Please check one: _____ Single _____ Widowed _____ Divorced

Home Church: _____

WEDDING DATE AND TIME _____ Number of guests expected _____

REHEARSAL DATE AND TIME IF KNOWN _____

BRIDAL PARTY:

Best Man _____ Maid/Matron of Honor _____

Ushers _____ Bridesmaids _____

Ring bearer _____ Flower girl _____

After completing the above, please call the minister at the above number to arrange for counseling and wedding preparation. The wedding will be completely confirmed after this takes place.

GOD BLESS YOU WITH WISDOM, KNOWLEDGE AND HAPPINESS AS YOU PLAN YOUR LIVES TOGETHER IN THE LORD.