



Facility Use Application Oakwood Presbyterian Church

Individual or Organization Submitting Request: _____

Contact Person #1: _____

Phone Number(s): _____ Email: _____

Address: _____

Contact Person #2 (optional): _____

Phone Number(s): _____ Email: _____

Address: _____

Are you a member of Oakwood?

Yes _____ No _____

If you are a church member, will you be using the facility for a church ministry or church activity?

Yes _____ No _____

Who referred you to Oakwood Presbyterian Church or how did you hear about our facility?

Activity/Event: _____ **Number of People Attending:** _____

Description: _____

Will money be collected in the form of admission, donations, or the sale of merchandise? _____ If yes, please describe: _____

Day(s) and Time(s) of Facility Request: (add additional sheet if needed.)

Day of week: _____ Time(s): _____ Frequency: _____

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Rooms Requested:

Put a checkmark next to the facility requested:

- Large Classroom (13-40 people)
- Medium Classroom (7-12 people)
- Small Classroom (1-6 people)
- Kitchen (for serving only)
- Sanctuary (over 40 people or special use)
- Gathering space (only church-wide activities)
- Conference room (located in the Oakwood office)
- Lawn adjacent to building
- Other



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Equipment Requested: (See page 3. User is responsible for setup, cleanup and return of equipment)

Folding Chairs (number needed): _____

Tables (number and type needed): _____

Sound system (rental requires payment/cost of A/V staff) _____

A/V equipment (List items needed: Equipment needed): _____

Other (please explain) _____

Storage Space Requested: (limited availability, extra fees may apply.) Please describe items to be stored.

Name and contact information of officiating minister (weddings and funerals)

Name: _____ Phone: _____

Address: _____ Email: _____



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I, _____, have received and read the Oakwood Presbyterian Facility Use Policy Statement and accept responsibility for meeting the requirements stated therein. I understand that I may not transfer these rights to any other individual, group, or organization. Oakwood Presbyterian Church reserves the right to reschedule or cancel in the event of unforeseen circumstances.

Signature: _____ Date: _____

Return Application to:

Oakwood Presbyterian Church
1865 Waddle Rd.
State College, PA 16803
814-238-5442

Note: The person/organization may not sublet or transfer these rights or privileges to any other individual(s), group, or organization. Oakwood Presbyterian Church reserves the right to reschedule or cancel in the event of emergencies or unforeseen circumstances.

OAKWOOD PRESBYTERIAN CHURCH USE ONLY

Date application received: _____ Date application reviewed: _____

Oakwood Presbyterian Church has

- APPROVED _____
- NOT APPROVED _____
- APPROVED WITH THE FOLLOWING QUALIFICATIONS _____

the use of the church facility as outlined in this application.

Fee for use of the property: _____

Oakwood Officer signature _____ Date _____

Name of Deacon giving notice to applicant: _____ By _____ (date)

Comment/notes _____