

**CHURCH USE REQUEST FORM**

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

***Please return completed forms and deposits to the church office to reserve your date and to confirm your reservation.***

1. \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Name of person requesting use / Organization (if applicable)

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. \_\_\_\_\_ I will need use of the elevator lift.

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: \_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_, on behalf of \_\_\_\_\_(if applicable)  
hereby absolve 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 injuries or 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.***

***For office use only:***

**Use of Facility Reviewed :** \_\_\_\_\_Approved \_\_\_\_\_Denied Date: \_\_\_\_\_  
\_\_\_\_\_requestor notified  
Security Deposit Check # \_\_\_\_\_ Event Fee Check #: \_\_\_\_\_  
Security Deposit: \_\_\_\_\_ Returned (date: \_\_\_\_\_) Withheld by: \_\_\_\_\_  
Reason: \_\_\_\_\_  
\_\_\_\_\_

## USE OF FACILITIES INFORMATION AND FEE SHEET

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

Ohio United Presbyterian Church intends to provide an open and accessible facility for Christian worship, study, fellowship, work and recreation. This policy provides for the use of facilities for all church-sponsored ministries, services, and activities, and for approved non-church-sponsored or controlled activities that are consistent with the mission and ministry of Ohio UP Church.

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 consumable supplies such as table coverings, napkins, plates, cups, eating utensils, etc.

### 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.
- Garbage must be placed in lined trash cans.
- All building use is subject to the review and approval of the Church Administrative Assistant and/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..... \$100 deposit\* + no fee (donations gladly accepted!)
- Non-members.....\$100 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**

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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 2<sup>nd</sup> 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 plus repair/replacement cost if above deposit amount, so please respect our facility and use proper supervision.
14. Children and youth must be supervised by an adult at all times.
15. No alterations to thermostat settings for heating and cooling shall be made without prior approval.
16. Renter must be present at all times.

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

I have read and will abide by all stated rules. I understand that if damage cost exceed deposit value, I am responsible for all costs including legal fees.

Name \_\_\_\_\_ (please print)

Organization (if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ 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:** These gentlemen should be in the Pastor's Office at least one half hour before the ceremony.

**CANDLES:** Please check with the church office about candle use. We have candelabras available which use candle oil (additional \$10 fee). Other candles should be enclosed within hurricane glass or votives.

**BIRDSEED/BUBBLES:** We request that birdseed/bubbles only be used outside.

**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.  
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\*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.  
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724-378-3690*

Congratulations on your decision to have a Christian wedding at Ohio United Presbyterian Church. 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: \_\_\_\_\_

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**BRIDE:**

Name and address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Age: \_\_\_\_\_ Please check one: \_\_\_\_\_ Single \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced

Home Church: \_\_\_\_\_

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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 \_\_\_\_\_

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After completing the above, please call the minister at the above number to arrange for counseling and wedding preparation. The wedding cannot be confirmed until after this takes place.

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