

Clarence Presbyterian Church Facility Use Application for CPC Groups

Event: _____

Contact: _____

Best way/time to contact: _____

List dates and times, including set up, that you wish to use the church (one year maximum):

Areas or rooms of the building you wish to use (capacity):

_____ Sanctuary (300)

_____ Narthex (50)

_____ Upper Fellowship Hall (200 or 144 at tables)

_____ Lower Fellowship Hall (100)

_____ Bodine Room (50)

_____ Meeting Room (12)

_____ Kitchen

_____ no cooking or dishwashing

_____ cooking and dishwashing

_____ above + dishes and utensils

Estimate of total number of attendees _____ Setup done by: _____ Volunteers _____ Sexton

Please check the following if being used. Include estimates where possible, and placement on the diagram on backside of this form.

_____ round plastic tables (18 max) _____ tablecloths

_____ chairs per round table (up to 8 per table)

_____ 6 ft. rectangular tables _____ tablecloths

_____ 4 ft. rectangular tables _____ tablecloths

_____ bistro tables (10 available) _____ tablecloths

_____ dinner ceramic plates

_____ salad/dessert ceramic plates

_____ metal silverware

_____ glassware

_____ ceramic mugs

_____ tea cups & saucers

_____ fountain

_____ oven

_____ warmer

_____ dishwasher

Dishwasher Operation:

• Are you able to operate? _____

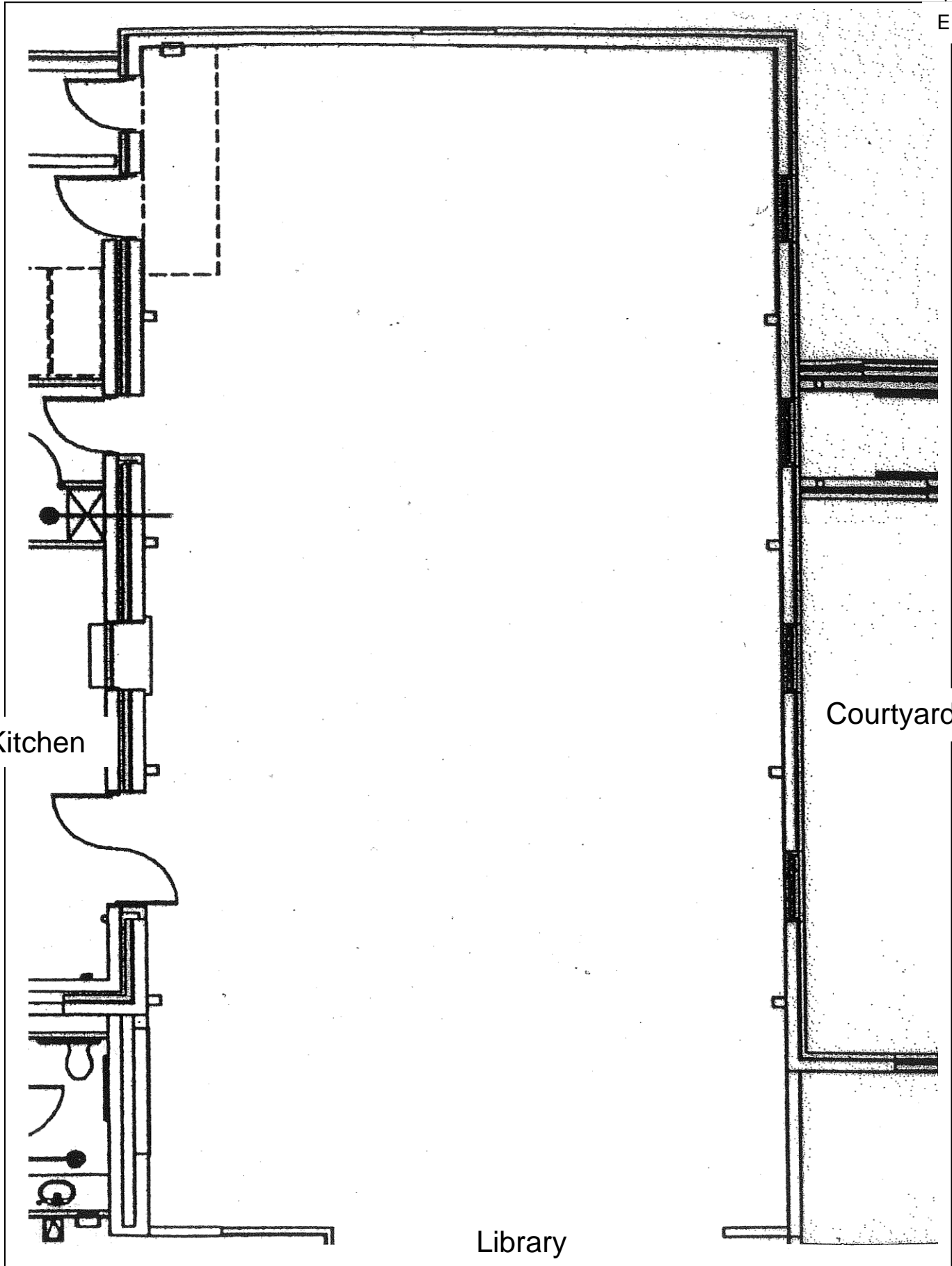
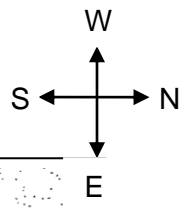
• If "no", what time should operator be at your function for clean up? _____

_____ refrigerator and/or freezer

Note: There is a \$50 custodial fee that applies to all groups.

Applicant Signature: _____ Date: _____

Upper Fellowship Hall



Kitchen

Courtyard

Library