

Druid Hills Presbyterian Church Facility Use Application

Contact Information

Date Submitted: _____

Organization / Business Name: _____

Organization / Business Address: _____

City: _____ State: _____ Zip: _____

Organization / Business Website: _____

Primary Contact Name: _____ Number: _____

Primary Contact Email Address: _____

Secondary Contact Name: _____ Number: _____

Secondary Contact Email Address: _____

Facility Use Information

Event Type: _____ Approx. Attendance: _____

Date of Event: _____ Is this a recurring event? yes no

If yes, please list days / dates: _____

Event Start Time: _____ Event End Time: _____ *Setup Time: _____ *Breakdown Time: _____

Room(s) Requested: 1st Choice _____ 2nd Choice _____

Will you require a Room Setup for this event? yes no If yes, please request a Room Setup Diagram.

**Will food/beverages be served at this event? yes no

Will you need: TV/DVD player Projector & Screen Microphone Whiteboard Easel WiFi Code

***Additional Items Available: Sound System & Equipment Piano Tuning

*Setup Time: When you need to gain access to the building. Breakdown Time: Time you expect to have fully vacated the property.

**Light snacks and food being delivered is allowed. If food needs to be prepared in our kitchen, DHPC's Chef must be used, and an additional fee for his/her services will be required. Beer, wine and champagne is allowed on campus, with prior approval.

*** For the use of our Sound System & Equipment (audio file recordings, use of microphones/portable sound system) an Audio Technician fee of \$75 per day is required. If you would like for us to professionally tune our piano before your event, a fee of \$120 per piano will be required.

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Additional Information

Do you have Liability Insurance? ___Y ___N

(A copy of a Certificate of Liability Insurance, listing DHPC as additional insured for your event is required. If you do not have Liability Insurance, Liability Waivers must be signed by all event participants.)

Will your event be overnight and bring minors on our property? ___Y ___N

(Minor waivers must be provided to the parents of each minor attending event, and must be submitted to the DHPC office two weeks prior to event.)

Is your organization/business a "for profit" company? ___Y ___N

Will you collect money on Church Grounds prior to or during your event? ___Y ___N

Information for You

1. Any event occurring outside of the Office & Facilities Manager hours of 9:00am – 3:00pm will require the use of our Security Officer (Corps Security Services, Inc.), and an additional fee will be required. Please contact our Office & Facilities Manager for Security costs for your event.
2. Any event occurring on DHPC property will require that you have a greeter in the main lobby to escort your event members into the building, and direct them to the location of your event. Our office has controlled access entry doors to the front and rear of the building.
3. The Property & Administration Team, in conjunction with the Office & Facilities Manager, will review your request. The Property & Administration Team requires seven (7) business days to review a request. All final approvals are pending receiving your Certificate of Liability Insurance or Liability Waivers.
4. A Room Setup Diagram will be provided to you if you are in need of a specific setup. The Facility Use Policy will also be provided to you once your application is approved by the Ministry Support Team.
5. Half of the cost of your rental is due within 30 days of approval of your event. The remaining balance is due no later than two weeks prior to your event date.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Date sent to MST: _____ Status: ___Approve ___Deny ___Pending ___Withdrawn

Fee Distribution

Rental: _____ Damage Deposit: _____
Security: _____ Cleaning: _____
Sound Tech: _____ TOTAL: _____

Payment Dates

\$ _____ due by _____
\$ _____ due by _____
\$ _____ due by _____

Checks Received

Check #: _____ \$ _____
Check #: _____ \$ _____
Check #: _____ \$ _____