

**SOUTHPORT PRESBYTERIAN CHURCH
FACILITIES USE APPLICATION**

Return this form to Southport Presbyterian Church, 1025 East Moore St. Southport NC 28461
spc.office@southportpresbyterian.com; (910)457-6811. Please print legibly.

We are grateful for your interest in the use of the facilities of Southport Presbyterian Church. Our Ministry Center serves our congregation and community. We provide space for organizations, programs and events that are in harmony with the vision and mission of the Church. It is our hope that the activities in this center make a contribution and a difference in faithful and creative ways.

Name of Organization Requesting Use: _____

Name of Person Requesting Use _____

Telephone _____ **Email** _____

Expected number of attendees _____

Facility (Facilities) Requested (please indicate all that apply)

_____ Fellowship Hall _____ Kitchen _____ Meeting Room(s) _____ Nursery _____ Sanctuary

Single Event: Date(s) _____ **Time** _____
Day of week, Month, Day, Year **Start time – End time**

Is this a recurring scheduled event? Yes _____ No _____

If yes, day(s): M T W T F S S **Time** _____
Start time – End time

Please provide a brief description of event/use _____

Will this event involve an outside vendor or caterer for food? Yes _____ No _____

Terms of Use

Southport Presbyterian Church Groups and Church Programs	No Charge
Southport Presbyterian Church Mission Based Not-for-Profits	No Charge
Not-for-Profit Organizations	Fee to be determined on a case by case basis by the SPC Facility Management Team. Considerations for fee based upon, but not limited to, size of room used, regularity of use by Not-for-Profit, amount of time room to be utilized.

For Profit Organizations -- see Facility Use Fees on Page 2

Fee Guidelines:

- The Church reserves the right to reduce or eliminate fees for events or organizations that correspond with the mission of the Church.
- A \$100 Security Deposit is required to reserve the Sanctuary or Fellowship Hall with or without the use of the Kitchen and there is a \$100 event cleaning fee.
- Total facility use fees are required two weeks prior to date of event.
- The Security Deposit is refundable if the event is cancelled at least two weeks prior to the event date and after the event if the provisions in the Facilities Use Policy have been met.

