

**SOUTHPORT PRESBYTERIAN CHURCH  
FACILITIES USE APPLICATION**

*We are grateful for your interest in the use of the facilities of the 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

If requesting Fellowship Hall, need use of Audio/Video system Y\_\_\_\_\_

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): MTWTFSS 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**

- The Church reserves the right to accept or reject any application for request of space.
- You must be at least 21 years old to rent space.
- A \$100 Security Deposit must accompany the Facilities Use Application for the use of the Fellowship Hall (with or without the kitchen) or the Sanctuary.
- A cleaning fee of \$100 is required for use of Sanctuary and/or Fellowship Hall with or without use of kitchen.
- All payments due must be received in full at least 2 weeks prior to the rental date.
- Smoking is permitted only in a specifically designated area outside of the Church building.
- Alcohol is not permitted unless special permission is granted.
- Firearms and explosives are not permitted in the Church buildings or property.
- Nothing should be attached to any wall (e.g. tape, tacks, nails).
- Damage to equipment or furnishings must be reported immediately to a Church representative.
- As the Church is a place of worship and ministry, appropriate behavior is expected.
- Any event that includes meal service is for invited guests only and not open to the public.
- Items containing peanuts or tree nuts, that may contain or be made in a facility containing peanuts or tree nuts, or any derivative products including but not limited to flours, oils, extracts, or flavorings are prohibited. Any exceptions must receive prior approval in writing from the Southport Presbyterian Church.
- As the person requesting the use of space, I have read, fully understand, and will adhere to the Southport Presbyterian Church Facilities Use Policy.

Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

\_\_\_\_\_ Alcohol use is requested. No persons under the age of 21 will be served.

\_\_\_\_\_ For youth or children event: We have received and will comply with the Safe Gathering Practices policy.

\$100 deposit for Fellowship Hall or Sanctuary is included.

FACILITY USE FEES

Fellowship Hall (no food service or use of kitchen)	\$400.00
Fellowship Hall and Kitchen	\$600.00
Meeting Room (without use of kitchen)	\$100.00
Meeting Room and Kitchen	\$150.00
Nursery	\$100.00
Sanctuary	\$600.00
Event Cleaning Fee (Sanctuary and/or Fellowship Hall)	\$100.00

Fee Guidelines:

- There is no facility use fee for Church programs.
- A \$100 Security Deposit is required to reserve the Sanctuary or Fellowship Hall with or without 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 event date and after event if the provisions in the Facilities Use Policy have been met.
- The Church reserves the right to charge additional fees for extended time of usage beyond that which is designated in the Facilities Use Application or for unanticipated clean-up.
- The Church reserves the right to reduce or eliminate fees for events or organizations that correspond with the mission of the Church.

Information below this line is completed by Southport Presbyterian Church.

Date received \_\_\_\_\_ Date approved \_\_\_\_\_ Facility Team Representative

(for wedding use) \_\_\_\_\_  
Clerk of Session Date of Session Meeting

(for alcohol permission) \_\_\_\_\_  
Clerk of Session Date of Session Meeting

(for children and youth) \_\_\_\_\_ Safe Gathering policy signed and received \_\_\_\_\_

Fees required \_\_\_\_\_ Deposit received \_\_\_\_\_

Return this form to Southport Presbyterian Church, 1025 East Moore St. Southport NC 28461  
[spc.officeasouthportpresbyterian.com](http://spc.officeasouthportpresbyterian.com); (910)457-6811. Please print legibly.