

Reservation form for Milwaukie Presbyterian Church Use

Date of Event: _____ Start time (including setup): _____ End (including cleanup): _____

Name of Group: _____

Contact Person: _____

Phone: _____ Email: _____

Purpose of facility use: _____

of people: _____ Will you serve food? _____

Do you have a key to the building? _____ (Key checkout available during office hours w/\$100 deposit)

Who will let you in? _____

Who will lock up? _____

Are you: ☐ A member of MPC? ☐ A Nonprofit Organization? ☐ Another Organization?

Outside groups must provide a Certificate of Liability Insurance naming Milwaukie Presbyterian Church as an additional insured. (Can be obtained from your insurance agent/broker). Email to office@milwaukiepres.org or mail to MPC.

All groups who have adults working with youth at our facility shall be in compliance with our child protection policy, including running background checks on all adult volunteers who have contact with children, and following the "two adult" rule.

Locked areas are not considered public areas and should not be used without advanced reservation. Reserving one space in the church does not confer permission to use other spaces except for bathrooms, hallways and entrances. Offices are off limits.

Which rooms do you need*?

- ☐ Schmidt Hall and Narthex (\$150/half day, \$250/full)
- ☐ Fellowship Hall (\$100/half day, \$200/full)
- ☐ Kitchen (\$50/ half day, \$100/full)
- ☐ Fireside Room (\$40/ half day, \$70/full)
- ☐ Youth Suite (\$45/ half day, \$85/full)
- ☐ Room 9 (\$75/ half day, \$150/full)
- ☐ Sanctuary**by permission of the Pastor (\$250/ half day, \$500/full)

What services do you need*?

- ☐ Sound Tech (\$50/hr, 2 hr min)
- ☐ Data Projector (\$150)
- ☐ Child care workers (\$30/hr, 2 hr min)
- ☐ Other: _____
- ☐ Donation: _____
- ☐ Total: _____

Signature of Responsible Party

Date

Approved:

Property Chair

Date

*For nonprofit organizations, fees may be negotiated with Session approval.