

Building Use Application

Pompey Community Church (PCC)

APPLICANT NAME: _____ PCC Member? ☐ Yes ☐ No

Organization Name, if applicable: _____

Address: _____

Email: _____ Phone Number: _____

EVENT NAME: _____ # People Expected: _____

Description / Purpose of Event:

Requested Date(s): _____

Start & End Time (including setup, cleanup): _____

REQUESTED SPACE(S) & Per-Use Fees:

- ☐ Sanctuary - \$75
- ☐ Gym - \$75
- ☐ Kitchen - \$75
- ☐ Teen Room - \$50
- ☐ Classrooms - \$25
- ☐ Lobby - \$50
- ☐ Pavilion - \$100
- ☐ Playing Field - included with Pavilion costs (or \$25 separately)

PCC Member Discount:

- Classrooms are free
- All other spaces \$25 discount

Other Fees and Services:

- Sponsor Fee (\$25/hour)
- Sound / Video tech (\$25/hour)
- Officiant Fee

Any additional needs? _____

☐ *I have read and will comply with the Pompey Community Church Building Use Policies.*

----- FOR OFFICE USE ONLY -----

Assigned Room(s): _____ Room Fee TOT: _____

Sponsor Needed? ☐ No ☐ Yes, name: _____ Sponsor Fee: _____

A/V Tech Needed? ☐ No ☐ Yes, name: _____ Tech Fee: _____

Insurance Needed? ☐ No ☐ Yes Officiant: _____

Release Form Needed? ☐ No ☐ Yes

Assets: # Chairs: _____ # Tables: _____ Other: _____ FEE TOTAL _____

REQUEST APPROVED? ☐ No ☐ Yes

If not, reason:

Decided by _____ Date _____