

Trinity Presbyterian Church

8014 Cumming Highway, Suite 403-325
Canton, GA 30115-9339 678-513-2207



Application for Use of TPC Facilities

Applicant Name	Applicant Phone	Applicant e-Mail	Applicant Title
Organization Name	Organization Phone	Organization Street Address	Organization City, State, Zip
Application Description	_____ Member / Congregant of TPC _____ Other, please specify		
Application Date	Beginning Date of Use	Ending Date of Use	
Facility Requested	<input type="checkbox"/> Church Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Grounds Only <input type="checkbox"/> Chris C Hite Memorial Community Center <input type="checkbox"/> Other, please specify _____		
Frequency of Use	<input type="checkbox"/> One Time <input type="checkbox"/> Monthly – Please Specify Dates _____ <input type="checkbox"/> Weekly _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun <input type="checkbox"/> Other – Please Specify _____		
Time of Use	Beginning Time _____ Ending Time _____		
Purpose of Function	<input type="checkbox"/> Basketball, _____ Goal Ht. _____ Other Sports <input type="checkbox"/> Wedding _____ Family Function – Please Specify _____ <input type="checkbox"/> Other Function – Please Specify _____		
	<input type="checkbox"/> CC water only unless otherwise specified <input type="checkbox"/> Food		

Approved: _____ Yes _____ No	Approval Date	Deposit Required? _____ Yes _____ No Amount:
Payment A lock box for your payment is located in the storage room at the end of the bleachers or you may mail your payment to TPC 8014 Cumming Hwy, #403-325, Canton, GA 30115	Deposit Required? _____ Yes _____ Amount _____ No -	
	Amount _____ Date Paid _____	
	_____ Check Number _____	
Conditions		

Terms and Conditions

I / we understand and agree to the following terms and conditions:

Approvals

1. This application is not final until approved or rejected by the TPC session, or until withdrawn by the applicant.
2. TPC will make every effort to provide a response with 14 days, but extenuating circumstances may sometimes delay the final response.

Cancellations

1. The applicant may cancel this request at any time.
 - a. If the applicant has made a deposit, the deposit will be refunded within 14 days of cancellation.
 - b. If TPC has incurred expenses for the cancelled event, those expenses will be deducted from the deposit.
2. TPC reserves the right to cancel any event, approved or not approved, in the event of unusual circumstances such as fire, flood, power outage, etc.
 - a. If the applicant has made a deposit, the deposit will be refunded within 14 days of cancellation.

Approved Uses

1. TPC will only approve usage of its facilities for events that are consistent with its mission.
2. Non-approved usage includes, but is not limited to: events that involve alcoholic beverages, smoking, gambling, weapons, or other illegal substances; events that involve illegal activities; events that will jeopardize TPC's tax-exempt status; events that are contrary to or disruptive to the surrounding community; events that would cause physical damage to TPC facilities; events involving high-heeled shoes in the Community Center.

Approved Users

1. Approved users include, but are not limited to: church members; church groups; service and charitable organization; social, civic, educational, and non-profit organizations; others as approved by the TPC Session.
2. The following groups are not approved for use of TPC facilities: groups operating for commercial gain; anti-religious groups; anti-government groups; groups whose activities may result in illegal activities, violence, etc.; groups whose activities are inconsistent with the mission of TPC; groups that refuse to accept TPC's Terms and Conditions.

Operational Hours

1. Events cannot start prior to 6:00 AM and must end (including clean up) by 10:00 PM. **Parking**
 1. Parking is only allowed in certain areas. The applicant / group is responsible for controlling parking during their event unless they have chosen to pay TPC to provide a parking attendant.

Food and Beverages

1. Unless prior approval has been provided, no beverages other than water are allowed inside the community center.
2. Cooking inside the facility is not allowed; Re-heating is allowed.
3. No open flames are allowed.
4. An extra deposit may be required for events that include food and beverages. **Smoking**

Cleaning

1. The requestor / group is responsible for cleaning the facility they use, removing all garbage, and returning the buildings and grounds to the original condition prior to their event.

Charges and Donations

1. The requestor / group may be requested to make a contribution to defray the utilities and operational expenses of the facility.
2. The requestor / group may contract with TPC to provide certain custodial duties.
3. TPC will gladly accept any contributions.

Other Terms and Conditions

1. Soliciting is not allowed on church property
2. Capacity is limited to 242 people in the Community Center.

Signed _____ Date _____