



Facilities Reservation Request Form (Non-CPC Function)

Date: _____

Name of Individual/Group/Organization: _____

CPC Sponsor (Responsible Party): _____ Contact Number: _____

Description of activity: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Will this be an ongoing event? Yes No Number of participants expected: _____

Indicate affiliation with Cherokee: _____

Contact Person: _____

Address: City _____ State _____ Zip Code: _____

Email: _____

Mobile Phone: _____ Daytime Phone: _____ Evening Phone: _____

Set-up Request:

Room Arrangement: Give a description or provide attach a diagram: _____

Other: _____

Worship Space Worship Center Piano/Keyboard Sound System

Kitchen

Education Classrooms 103 104 105 106 108 107 (Nursery)

Other _____

In requesting use of facilities I agree to conform to the Cherokee Presbyterian Church Facility Use Policy. I assume responsibility that all participants will use facilities in a responsible manner, including maintaining building security and clean-up.

Signature: _____

Date: _____

Printed Name: _____

By signing, I agree that the above group or organization has adequate liability insurance coverage showing CPC as an additional insured party during the use of CPC facilities. The group or organization releases, indemnifies, and holds harmless CPC from any and all claims arising from any action or non-action of the group or organization including claims for negligence. Such claims, indemnification, and hold-harmless action shall extend to the payment of CPC attorney's fees to any legal action, including, but not limited to settlement negotiations.

Approved by Facilities Committee: Yes No Anticipated Fee: \$ _____

Signature: _____ Date _____