

ROOM RESERVATION FORM

TAKOMA PARK PRESBYTERIAN CHURCH
310 Tulip Ave. Takoma Park, Maryland 20912-4399
Tel. Voice (301) 270-5550 FAX (301) 270- 8405

Fellowship Hall

Room 1 (Little Gym): \$50 for the first hour; \$25 per hour thereafter (per session)

Gym for non-profit athletic events: \$50 per hour

Gym for social events: \$100 for the first hour; \$50 per hour thereafter
(\$75 deposit required by separate check which will be returned if there is no damage, satisfactory clean-up, doors locked, and keys returned.)

Sanctuary/Education Building

Assembly Room: \$100 per function up to 3 hours
(Kitchen available only for serving refreshments – no cooking.)

Parlor and kitchenette: \$50 per function up to 3 hours

Class rooms: \$25 for first hour, \$12.50 each additional hour

KEY DEPOSIT: There is a \$25 key deposit (separate check) to be returned on return of key(s) to the church.

NAME OF GROUP _____

PERSON IN CHARGE _____

ADDRESS _____

HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

Room Requested _____ Number in group _____

One time use Date _____ Hours _____

On-going use Beginning date _____ Ending date _____
Day(s) of week _____
Hours _____

OTHER INFORMATION: _____

Date of request: _____ Signature: _____

Please read and sign reverse side.

RULES FOR USE OF CHURCH FACILITIES

- 1. It is the responsibility of the individual who is given access to the building to keep the outside doors locked at all times. Enter as a group, if possible, or station someone at the door to admit latecomers. Groups have been robbed by persons who have entered the building through unlocked doors.
- 2. Request for use of building space should be made at least 2 weeks in advance.
- 3. No alcoholic beverages or drugs allowed. Obey NO SMOKING signs. If you feel there may be a problem such as drugs, or alcoholic beverages being brought in, have someone in your group make large signs stipulating “NO ALCOHOLIC BEVERAGES”, “NO DRUGS”, “NO SMOKING”, etc. If any infraction occurs, call the Takoma Park Police Department, 301-270-1100.
- 4. Use of space is strictly limited to space assigned by pre-arrangement. If other space is used, permission must be granted and additional fees will be required.
- 5. All groups must be out of the buildings by 10:00 p.m.
- 6. Please be considerate of the church’s neighbors regarding noise level and parking.
- 7. Place all trash in plastic bag-lined trash containers located in all rooms.
- 8. When you leave: (1) Close all windows; (2) Turn off all lights; (3) Lock all doors. Users of Gym: Check the fire-escape door and make sure it is locked. Be sure to lock both the gym door and the outside glass doors.
- 9. Do not let in anyone who may be waiting when you are finished. If they are supposed to be in the building, they will have a key.

Your cooperation in all the above rules will be greatly appreciated.

The Session

I have read, understand, and will comply with the rules above. I will be responsible for any damage done to the church property during the time span I am using the facilities. I will see that my group understands and complies with the rules. I will return any keys provided.

Signature _____

Date: _____

01/03/02