

## ROOM RESERVATION FORM

**TAKOMA PARK PRESBYTERIAN CHURCH**  
310 Tulip Avenue, Takoma Park, Maryland 20912-4399  
Tel. (301) 270-5550 Email : office@takomaparkpc.org

### Fellowship Hall

**Room 1** (Little Gym): \$60 for the first hour; \$35 per hour thereafter (per session)

**Gym** for non-profit athletic events: \$70 per hour

**Gym** for social events: \$120 for the first hour; \$70 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:** \$150 per function up to 3 hours: \$35 for each additional hour  
(Kitchen available only for serving refreshments – no cooking.)

**Parlor and kitchenette:** \$85 per function up to 3 hours: \$35 for each additional hour

**Library:** \$100 per function up to 3 hours: \$35 for each additional hour

**Chapel:** \$175 for 3 hours minimum charge

**Class rooms:** \$35 for first hour, \$15 each additional hour

**Sanctuary:** may\* be rented for \$400 for up to a 6-hour event

(\*final approval must be made by the Property Committee and/or Session)

**KEY DEPOSIT:** There is a \$100 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.
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:
  - a. Close all windows;
  - b. Turn off all lights;
  - c. Lock all doors.
9. Users of Gym:
  - a. Check the fire-escape door and make sure it is locked.
  - b. Be sure to lock both the gym door and the outside glass doors.
10. 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 Takoma Park Presbyterian Church Session

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**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:** \_\_\_\_\_