

TUALATIN PRESBYTERIAN CHURCH  
9230 SW SILETZ, TUALATIN, OR 97062 503-692-4160

**REQUEST FOR USE OF THE BUILDING**

DATE \_\_\_\_\_

**ORGANIZATION REQUEST:**

FULL NAME OF ORGANIZATION \_\_\_\_\_

PURPOSE OF ORGANIZATION IF APPLICABLE \_\_\_\_\_

(IF ORGANIZATION, ATTACH DEMONSTRATION OF NONPROFIT STATUS AND PROOF OF LIABILITY INSURANCE)

AFFILIATION WITH CHURCH, IF APPLICABLE \_\_\_\_\_

CHURCH MEMBER INVOLVED IN ORGANIZATION, IF APPLICABLE \_\_\_\_\_

ORGANIZATION PRESIDENT OR LEADER, IF APPLICABLE \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**INDIVIDUAL REQUEST:**

INDIVIDUAL MAKING REQUEST \_\_\_\_\_

CHURCH MEMBER? \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**REQUEST DETAILS:**

ROOM OR AREA REQUESTED \_\_\_\_\_

DESCRIPTION OF THE USE OF THE ROOM \_\_\_\_\_

DATE/DAY/HOURS TO BE USED \_\_\_\_\_

FREQUENCY OF USE \_\_\_\_\_

(One time, weekly, monthly, etc)

SPECIAL SERVICES OR EQUIPMENT NEEDED \_\_\_\_\_

**NOTE:** This is a request for the use of the room or area of the Tualatin Presbyterian Church mentioned above. If this request is approved, the undersigned agrees to be responsible for the actions of the group or organization and its members and guests. Further, the undersigned agrees for the group to abide by the policy, procedures and rules of the Tualatin Presbyterian Church pertaining to building use.

\_\_\_\_\_  
INDIVIDUAL/ORGANIZATION REPRESENTATIVE

**REQUEST APPROVED/DISAPPROVED** \_\_\_\_\_

Special Conditions \_\_\_\_\_

Fee \_\_\_\_\_ Per \_\_\_\_\_ Collected \_\_\_\_\_