



Christ Presbyterian Church

7416 East 109th Avenue
Crown Point, Indiana 46307
219-663-0129
www.christwinfield.org

FACILITIES AND PROPERTY USE POLICY

We are here to serve our community and members with the hospitality of Christ.

Any organization or individual, not acting as an official representative of the church's ministry, shall complete the request form printed below in a timely manner.

The organization/person making the request accepts all responsibility and liability (financial or otherwise) for the care of the facility or property; the safety of the people involved in the activity while using the facility or property; and for cleaning and returning the facilities/property back to its proper condition.

All requests must be approved and scheduled through the Church Office and Pastor using appropriate discretion.

Fees for the use of facilities or property are as follows (please select option):

- The use of facilities and the property by church members and non-profit organizations is free for all church ministry related activities.
- Weddings
\$100.00 per hour (3-hour minimum) for the use of sanctuary, building and property.
Refer to the Wedding Policy for additional charges.
- Other related activities [Member]
\$50.00 per hour for the first hour and \$25 per hour thereafter for use of building and property.
- Other related activities [Non-Member]
\$100.00 per hour for the first hour and \$50 per hour thereafter for use of building and property.

REQUEST FORM

Organization / Individual : _____

Contact Person: _____

Contact Address: _____

Contact Phone Number: _____

Proposed Date and Time: _____

Purpose: _____

I understand the above policy and take full responsibility for the use of the facility or property; and for cleaning and returning it back to its proper condition.

Signature: _____ Date: _____