



**PRESBYTERIAN**  
*church of*  
**CHESTERTOWN**

905 Gateway Drive | Chestertown, Maryland 21620

**Building Use Application**  
**(Single Gathering)**

Date of Application \_\_\_\_\_

Organization Requesting Use of Space \_\_\_\_\_

Address \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Person Phone \_\_\_\_\_ Email \_\_\_\_\_

Purpose or Nature of Use \_\_\_\_\_

Usage Timeline: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Sponsoring PCC Member Name \_\_\_\_\_

Space(s) Requested

*PCC reserves the right to negotiate any fees.*

- |  |  |
|--|--|
| <input type="checkbox"/> Admin Conference Room | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Green Conference Room | <input type="checkbox"/> Kitchen         |
| <input type="checkbox"/> Class Room            | <input type="checkbox"/> Nursery         |
| <input type="checkbox"/> Sanctuary             | <input type="checkbox"/> Playground      |

List any other information pertinent to this request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I have received, read, understand, and agree to all Building Use Guidelines.*

Signature of Contact Person \_\_\_\_\_

Approval Date \_\_\_\_\_

*(form approved by Session – 3/11/08)*