



Cottonwood Presbyterian Church  
 1580 East Vine Street, Salt Lake City, Utah 84121  
 Telephone – 278-4619 Fax – 278-8801 E-mail - cpchurch@xmission.com

COTTONWOOD  
 PRESBYTERIAN

Please Print in pen

Person or Organization			
Responsible Person's Name			
Address			
City, State, Zip			
Phone and email			
Facilities Requested	*Room #	Fellowship Hall	Gym
	Kitchenette	Sanctuary	Library
			Main Kitchen
Type of Activity			
Date Requested			
**Time of Use	Start time:	End Time:	
Key Provided	Yes: _____	No: _____	Key No. _____
Key Returned	Yes: _____	No: _____	
Insurance Certificate Required	Yes: _____	No: _____	

\*Room requests must be for specific numbered rooms.

\*\*Time of use includes setup time, activity time and takedown and cleanup time.

Notice of Responsibility

1. The facilities used by this activity shall be left in a clean and orderly condition. The Responsible Person, in signing this form, assumes all responsibility for payment for all custodial services needed to clean the facility, if not left in a clean and orderly condition.
2. The Responsible Person, in signing this form, assumes all responsibility for payment for all damages resulting from the activity for which the facility is used.
3. The Responsible Person, in signing this form, agrees to Session Policies on the back of this Form.
4. The Responsible Person must check that all exterior doors are locked and all internal lights are turned off before leaving. A building map indicating the location of pertinent light switches and doors will be provided.
5. Report any problems immediately to the church office, either directly in person, by phone 278-4619, email [cpchurch@xmission.com](mailto:cpchurch@xmission.com) or by putting a note in the Office Manager's box in the church office.
6. If a key is lost or is not returned to the church office within 5 work days of the event, a lost key charge of \$5 will be assessed.

I have read the above Notice of Responsibility and agree to accept that responsibility.

(print) \_\_\_\_\_ (signature) \_\_\_\_\_  
 Responsible Person Date \_\_\_\_\_

Approved by Office Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Session Approved July 2008

**COTTONWOOD PRESBYTERIAN CHURCH  
FACILITY USE REQUEST**

Policies governing use of the facilities

1. Cottonwood building and property is not to be used for individual, personal profit making activities unless approved by Session.
2. The use of alcoholic beverages is forbidden on church property except for communion or as may be approved by the Session.
3. Neither smoking nor use of smokeless tobacco is permitted anywhere in the buildings at Cottonwood.
4. No tape is to be attached to any surface of the building except for temporary safety requirements.
5. All posters, announcements and information displays are restricted to assigned bulletin boards. Session will assign Bulletin Boards based on written requests as received. When there has been no discernable activity on an assigned Bulletin Board for six months the assignment of that Board will be revoked and all material on the board will be removed.
6. Except for Sanctuary use for Sunday Worship and Christian Education use of classrooms on Sunday mornings, use of the church facilities will follow the Cottonwood Presbyterian Church Facility Use Procedures. Aside from exceptions named above, use of the church facilities requires the completion of a Facility Use Form by a Responsible Person unless the organization has a contract or agreement for use of the facilities.
7. The setup and take-down of tables and chairs is the responsibility of the individual or organization using the church facilities.
8. A building usage contract or agreement will be signed with groups who use multiple spaces in the Church facilities and meet at least weekly or monthly for more than 6 months consecutively. The contract or agreement shall set forth the requirements for the use of the Church facilities.
9. In accordance with State code - 76-10-530 concealed weapons will not be permitted in the church buildings except as specifically permitted by Session. Police officers are exempt from this policy.

In these Policies and Procedures a 'Responsible Person' is the person designated by the requesting entity to assume all responsibilities described in these Policies and Procedures and on this Facility Use Form



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