



849 N. Bradford Ave. Placentia, CA 92870
Telephone: 714 528-1438
Email: events@ppc.church

Facility Use Request Form

Name (Organization or Person) _____

Address _____

Name of Organization Representative _____

phone _____ email _____

Event Date _____ Start Time _____ End Time _____ Total Hours _____

Purpose of Event _____

Estimated attendance _____

Facility Requested (check all that apply)

Worship Center Trinity Center
 Key Center Conference Room Other _____

Please Sign below

We agree to indemnify and hold Placentia Presbyterian Church (PPC) its officers, agents or members, harmless - from all damage and loss that PPC, its officers, agents or members may sustain by reason of the use of church premises, 849 N. Bradford Avenue, Placentia, CA 92870, by us, our employees, or agents.

We agree to reimburse PPC for any expenses incurred by them or damage done to facilities in providing their facilities for the above request. We also agree to abide by any rules and regulations set up by PPC governing and/or restricting the use of its facilities.

We have read and agree to the terms of the Facilities Use Policy 2024 and, if necessary, Policy for Social Use of Alcoholic Beverage (Beer and Wine only), March 2024

Signature _____ Date: _____

If application approved, Organization agrees to provide:

1. Pay 50% of use fees and deposits within 3 business days of approval.
2. Pay balance of use fees and deposits 10 business days before Event.
3. Provide Certificate of Insurance by 10 business days before Event.
4. Pick up keys for Facility Tuesday – Thursday closest to Event.
5. If beer & wine service is approved, by 5 business days before Event.
 - a. provide name of Licensed security firm.
 - b. provide name of Responsible Beverage Service certified individual or licensed bartender.

Internal Use:
