Hope Presbyterian Church

7730 North Shore Drive
Spicer, MN 56288
320-796-2650

Activity Request Form

Hope Presbyterian Church is happy to make its facility available to those needing space for private functions on a "first come, first served" basis. Church policy on usage is as follows:

1. Activities that conflict with a planned church function will not be permitted on that day requested.
2. Alcoholics Anonymous has a standing agreement to meet at Hope Church every Saturday night. Due to organizational procedures, other activities cannot be taking place elsewhere in the church while AA meets. Activities that occur in the late afternoon on Saturdays must be ended (including cleanup) by 5:30 pm.
3. Planners of activities must consult with the staff at the church office (which is open from 8:30 am – 12:30 pm Monday - Thursday) as the church calendar is there.
4. It is understood that those using the church facilities will leave things as they were found prior to the scheduled activity.
5. All appropriate fees will be paid at the time that the request form is submitted. This holds the date for you. The Session of Hope Church holds final authority in any disputes. If for some reason the request is denied, your check will be returned with an explanation. Failure to pay fees at the time the form is returned will jeopardize your reservation.
6. Alcoholic beverages are NOT permitted at functions held on Hope Church premises.
7. NO smoking within the building.

Non-member Fees: Usage & Custodial for Sanctuary - $180.00; Fellowship Hall - $180.00 (includes kitchen); Hopewood Chapel – $180.00; Gazebo - $180.00
Members Fees: Custodial only – $80.00 (for usage of any church facility)

Please fill out and return to the church at the address above:

Date of Event: _____ Day of the Week: _____ Time:_____

Activity/ Occasion:_____

Name of activity organizer(s): _____

Address:_____

Phone: _____ Approximate number of guests: _____

Is the person(s) named above members of Hope Church? Yes No

Please describe the type of event for which you would like to use the church facilities:

Circle the facilities you will be using: Sanctuary Fellowship Hall Hopewood Chapel

Gazebo Kitchen