



Valley Presbyterian Church

Facility Use Requests

Instructions: Please complete all lines. If a line is not applicable, please write N/A in the space. Please return the form to admin@valleypreschurch.org or drop off at/mail to the church.

IMPORTANT: Your event can only be confirmed after we have received the following: 1. Facility Use Request, 2. Proof of liability insurance, 3. \$100 Security Deposit, 4. Suggested Donation for Facility Use

Your Name: _____ Today's Date: _____

Organization's Name: _____

501(c)3 Number: _____

Phone: _____ E-mail: _____

Mailing Address : _____

If Applicable, Member Name or VPC Connection: _____

Facility Requests

Date of Event: _____ Time of Event (am/pm): _____

Including set-up and clean-up: Arrival Time: _____ Departure Time: _____

Expected Number in Attendance: _____ Adults: _____ Kids: _____

Room(s) Requested:

Sanctuary: _____ Fireside: _____ Lane Family Hall: _____ Redwood Room: _____

Kitchen: _____ Classroom #(s): _____ Parking Lot: _____ Labyrinth: _____

Is this an ongoing request: No: _____ Yes: _____ If yes, please provide the:

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945 Portola Road, Portola Valley, CA 94028 ■ 650-851-8282 ■ valleypreschurch.org



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Beginning Date: _____ Ending Date: _____

Will food and beverages be served: No: _____ Yes: _____ If yes, please provide the:

Catering Company Name: _____ Number: _____

Note: The catering company will need to **provide proof of insurance** as part of this application.

Floral Arrangement Delivery: No _____ Yes _____ All flowers should arrive on the day of the event (contact the church to confirm delivery time). Please remove any flowers and decorations after the event.

If we have already received a copy of your liability insurance, please provide the:

Insurance Carrier Name: _____ Policy #: _____

Your Signature: _____ Date: _____

I have read, understand and will uphold the VPC Facility Use Guidelines. Initial: _____

Tables and chairs are available for your use. If you need them set-up before your event, arrangements will need to be made with our custodian. If set-up is available, please provide written and visual instructions below:

Additional Information: _____

Thank you for choosing to have your event at Valley Presbyterian Church. We look forward to working with you.

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