
Kingston Presbyterian Church (KPC) Facilities Application

Event Requested: _____ Date/Time _____ Est. Attendance _____

Organization Name: _____

Responsible Person: _____ Contact Person: _____

Address: _____

Phone: _____ Contact's Cell Phone: _____

Email Address: _____ Website URL _____

New Applicants – If no Website please attach brief description/history of the organization or event sponsor.Will Admission be Charged? Yes ☐ No ☐ If yes, Admission Charge: _____~~KPC requires all users of KPC facilities to wear masks indoors except children under two years of age. Do You Agree to abide by KPC's COVID-19 requirements?~~ YES ☐ NO ☐~~In the space below please provide additional detail about the event you are planning.~~**Space Needed for Event: Select from Dropdown List:****Equipment Needed:** _____

(Piano, music stands, WIFI, sound system, electronic screen, lecterns, tables/chairs, other)

Do You Have Liability Insurance? Yes ☐ No ☐

If Yes, Provider's name: _____

Signed:  _____ Date _____
(KPC will accept the Responsible Person's electronic signature)

KPC Use Only - This SectionApplication Approved: Yes ☐ No ☐

Signed - Name/Title: _____ Date _____

For the KPC Executive Committee.