

Usage Request Form

Please fill out form and return it to the Parish Coordinator (Nic Kremer), at least one month prior to the date of your event. You may also fax this to 847-823-3165 or email to office@parkridgecommunitychurch.org.

Name of event: _____ Today's Date: _____

Date of event: _____ Time: _____ to _____

Is this event PRCC related (if not, explain)? _____

Contact for event: _____ Phone: _____

Locations (i.e., Jordan Hall, Sanctuary): _____

Other needs (i.e., kitchen, restrooms, etc): _____

Number of guests expected: _____

Set up and equipment needed: _____

Will the set up require our custodian (a fee applies)? _____

Clean up is required following the event. If you are having the custodian assist you, he will clean up. However, this needs to be discussed with him directly. If you will be cleaning up, the locations must be left exactly as they were prior to the event.

Will liquor be served? _____ Is this included in the ticket price? _____

Please note: If liquor will be served, necessary insurance will be required. Please contact the church office to go over specific requirements.

Does the group have liability insurance? _____

This application will be reviewed among the staff of PRCC. We will respond with an answer no later than one week following the submission of this request. If liability insurance or insurance waivers are required, these must be submitted no later than 2 weeks prior to the event. We can submit necessary insurance information to the City of Park Ridge if needed.

