

Classroom/Media Room Reservation

TO: First Cumberland Presbyterian Church Session

**ACTION REQUESTED: Rental of Classrooms/Media Room**

\_\_\_\_\_, **Administrative Coordinator of the First  
Cumberland Presbyterian Church, and \_\_\_\_\_**

**(Individual, Organization) agree on this date \_\_\_\_\_ that the latter  
wishes and agrees to rent the Media Room/Classroom for the purpose of  
\_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm and  
be responsible for any and all injury or property damage incurred. The  
latter has reviewed and understands the Church's Building Usage Policy.  
The latter understands there shall be no use of alcohol or burning of  
candles while using the facility. For non-member events a \$300 usage fee  
is required for 3 hours, which includes a non-refundable deposit of \$75.00  
with a signed copy of this agreement. The balance is due 10 days in  
advance of the event date.**

**Please note that the following are not included in this accommodation:  
Utensils, tablecloths, other First Cumberland Presbyterian Kitchen aids.**

\_\_\_\_\_

*Signature and Date*

\_\_\_\_\_

*Signature and Date*

*Classroom Assigned:*