

Building Use Policy

Saint Elmo Presbyterian Church ~ 4400 St. Elmo Ave, Chattanooga, TN 37409 ~ (423) 821-1424

SEPC is pleased to accommodate requests for use of our facilities by members of SEPC as well as non-members. Please observe the following guidelines when making your requests:

- A Facility Request Form must be filled out and submitted to the church office.
- Submission of the request does not guarantee approval.
- Please allow at least 2 weeks to process your request.
- The use of alcohol is forbidden on the SEPC campus and/or grounds.
- SEPC is a smoke free facility.
- SEPC facilities are not available for use to conduct personal business or to solicit funding either for self or a non-SEPC related ministry.
- When leaving the facility after using it, please check each exit to ensure it is securely locked.
- For some requests (non-church related activities), permission to use the facility will include a small fee to help offset building maintenance expenses. The fee is determined on a case by case basis.
- If you are inquiring about scheduling a wedding at SEPC, please do not use this request form but rather phone the church office at 423-821-1424.

We do not have a facility manager on staff, so it is not always possible to accommodate requests to use the facility after hours. All requests are reviewed by the church secretary and/or the deacons.

revised January 5, 2012

Facility Request Form

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About the Event

Event Name/Title _____

Event Description _____

Room(s) requested _____

Start date _____ End date _____

Start time _____ End time _____

Frequency: (circle one) one time weekly monthly

Number of attendees: (approximate) _____

About You

Name _____

Email _____

Address _____

Phone _____

Are you a member? (circle one) Yes No

Do you agree to abide by the above guidelines? (circle one) Yes No

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