



**DECATUR PRESBYTERIAN CHURCH  
RETREAT CENTER RESERVATION FORM**

Group Requesting Use: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Is this a 501(3)(c) organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date/time you will arrive: \_\_\_\_\_

Date/time you will depart: \_\_\_\_\_

**Why do you wish to rent the Retreat Center? What is the purpose of your visit and the group (such as "Confirmation Class Retreat"):**

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**Estimated Number of People Attending**

No. Adults: \_\_\_\_\_ No. Youth/Children: \_\_\_\_\_ Total: \_\_\_\_\_

**To complete the reservation process, please do the following:**

- Provide a deposit of \$200 to Decatur Presbyterian Church (or \$50 if a member of Decatur Presbyterian Church)
- Complete the DPC Retreat Center Rental Agreement, acknowledging that you have read, understand, and will abide by the policies contained
- Provide a certificate of liability insurance for your organization

**Mail these items to:**

Church Administrator  
Decatur Presbyterian Church  
205 Sycamore Street  
Decatur, GA 30030

Email: [kmorse@dpchurch.org](mailto:kmorse@dpchurch.org)

Fax: (404) 378-1025