

APPLICATION FOR USE OF CHURCH FACILITIES

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

ORGANIZATION: _____

REQUESTED DATE (S): _____ TIME REQUESTED: _____

ACTIVITY/FUNCTION: _____ NO. OF PEOPLE: _____

FIRST PRESBYTERIAN MEMBER: YES ___ NO ___

SESSION APPROVAL: YES ___ NO ___

MEMBERS

<u>REQUESTED USAGE</u>	<u>FEES</u>	<u>*REFUNDABLE DEPOSIT</u>	<u>TOTAL COST</u>
<u>SANCTUARY:</u> RECITALS	0	\$50.00	_____
<u>GATHERING ROOM</u>	0	\$50.00	_____
<u>KITCHEN:</u> INCLUDES CLEAN-UP, UTENSIL & APPLIANCE USE	0	\$50.00	_____
<u>FELLOWSHIP ROOM:</u> INCLUDES CLEAN UP, CUSTODIAL FEES, TABLES, CHAIRS (SET-UP, TAKE DOWN)	0	\$50.00	_____

*** MEMBERS WILL RECEIVE THE DEPOSIT BACK IF THE ROOM(S) IS CLEANED AND LEFT IN THE CONDITION IT WAS FOUND IN.

NON -MEMBERS

<u>REQUESTED USAGE</u>	<u>FEES</u>	<u>*REFUNDABLE DEPOSIT</u>	<u>TOTAL COST</u>
<u>SANCTUARY:</u> RECITALS	\$150.00	\$150.00	_____
<u>GATHERING ROOM</u>	\$100.00	\$150.00	_____
<u>KITCHEN:</u> INCLUDES CLEAN-UP, UTENSILS & APPLIANCE USE	\$100.000	\$150.00	_____
<u>FELLOWSHIP ROOM:</u> INCLUDES CLEAN UP, CUSTODIAL FEES, TABLES, CHAIRS (SET-UP, TAKE DOWN)	\$100.00	\$150.00	_____

<u>PASTOR</u>	SEE PASTOR	_____
<u>ORGANIST</u>	SEE ORGANIST	_____
<u>SOLOIST</u>	SEE SOLOIST	_____
<u>DONATION AS ABLE:</u>		_____

GUIDELINES FOR REQUESTS TO USE CHURCH FACILITIES

1. ISSUE AN APPLICATION FOR USE OF CHURCH FACILITIES TO PERSON REQUESTING USAGE AND HAVE THEM COMPLETE FORM.
2. A BRIEF EXPLANATION OF THE REASON FOR WANTING TO USE THE CHURCH FACILITIES WOULD AID THE SESSION IN MAKING A DETERMINATION. THIS CAN BE GIVEN EITHER TO THE SECRETARY OR PASTOR WHO WILL MAKE NOTE OF IT.
3. THE APPLICATION WILL BE FORWARDED TO THE SESSION FOR APPROVAL AT THE NEXT SESSION MEETING AND THEN RETURNED TO THE CHURCH OFFICE. IF, DUE TO TIME CONSTRAINTS, A DECISION MUST BE MADE SOONER, THE APPLICANT MUST SEE THE PASTOR.
4. SHOULD THE APPLICATION BE APPROVED A COPY WILL BE ISSUED TO APPLICANT AND THE ORIGINAL FILED WITH THE CHURCH OFFICE. IF APPLICANT DESIRES TO USE THE CHURCH KITCHEN, A COPY OF THE KITCHEN USE GUIDELINES SHALL BE GIVEN TO APPLICANT. IT IS ALSO ADVISABLE THAT THE APPLICANT MEETS WITH THE CUSTODIAN PRIOR TO USING THE KITCHEN FOR PROPER INSTRUCTION ON USE OF THE DISHWASHER, COFFEE MAKER ETC.
5. ANY DAMAGE OR BROKEN ITEMS WILL BE REPLACED AT ACTUAL REPLACEMENT COSTS.
6. ANY OTHER ISSUES NOT COVERED BY THESE GUIDELINES SHALL BE REFERRED TO THE PASTOR OR PROPERTY MANAGEMENT.

APPROVED BY SESSION
10/04/12