

**FIRST PRESBYTERIAN CHURCH
BUILDING USE APPLICATION**

GROUP NAME _____

ADDRESS _____

CONTACT PERSON _____ PHONE _____

MEETING DATE _____ TIME: FROM _____ TO _____

APPROX. # PEOPLE _____ FOOD SERVED YES _____ NO _____

TYPE OF ACTIVITY _____

SPECIAL EQUIPMENT AND/OR SET UP REQUIREMENTS: _____

DONATIONS FOR BUILDING USE ARE TO HELP OFFSET THE COST OF UTILITIES AND MAINTENANCE.

FOR PROFIT ORGANIZATIONS: \$17.00 PER HOUR OF USE
\$24.00 FOR SET UP - NONREFUNDABLE
NON-PROFIT ORGANIZATIONS: ARE ENCOURAGED TO MAKE A DONATION TO THE FIRST PRESBYTERIAN CHURCH IN LIEU OF RENT.

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE, ALONG WITH PROOF OF INSURANCE, TO ENSURE THAT DATE WILL BE ADDED TO THE ACTIVITIES CALENDAR.

RETAIN THE ATTACHED GUIDELINES FOR CHURCH USE FORM FOR YOUR INFORMATION.

SIGNATURE: _____ DATE _____
(person responsible for use)

FIRST PRESBYTERIAN CHURCH GUIDELINES FOR CHURCH USE

1. Building use must be approved by the Building Use Committee of Session.
2. Building Use Application must be completed and returned to the church office, along with proof of insurance, prior to the event and must be added to the church calendar.
3. The person making arrangements should notify the church office of any changes or cancellations.
4. Facilities are available to non-profit or for-profit groups, community service organizations, individuals, and families.
5. Persons or groups using the facilities will be liable for damages resulting from their use.
6. Alcoholic beverages and/or drugs are not permitted on church property.
7. Rooms are to be left in the same manner as they were found.
8. Church organizations and functions take preference over other groups wishing to use the facilities.
9. Please use only the room or rooms that have been assigned to your group to prevent disrupting others who may also be using the facility.
10. Should your group be using the kitchen or kitchenette, please wash and put away all items used. A garbage can with plastic liner is there for your use. If you fill one liner, please replace with another. Please put the closed bag out in the trash shed.
11. When you leave the church, please be sure all lights are out.
12. Smoking is not permitted anywhere on the church property. **DO NOT** leave your cigarette butts on the ground outside the building!!
13. If circumstances arise as to church maintenance, the Building Use Committee Chairperson may be contacted.

You may contact the church office at any time during its regular operating hours with any questions or concerns at 607-746-2155.

You may fax the form to us at 607-746-2156.