

FACILITIES USE APPLICATION AND AGREEMENT

INTRODUCTION: We are pleased to have the community use the facilities of this congregation. We want those who use our buildings to feel welcome and know that we will work with you to help meet your needs.

The church is a non-profit organization. We feel we can render an important community service by making our space available for uses consistent with our church ministry and principles. We also believe that you will enjoy using our facilities most if you are made aware of our expectations of all users.

Please fill out and sign the agreement. Submit your request to the above address. Your request is subject to approval by the Church Session Committee. If your request is approved, the agreement will be signed by a representative of the church and a copy will be returned to you for your files.

Scheduling can be arranged through the church office.

Church Access: A \$20 deposit is required for a church key. We will refund the deposit upon the return of our key.

Name of group or type of function:				<input type="checkbox"/> Private	<input type="checkbox"/> Non-Profit
Individual Responsible for Key:		Phone #:			
Address:		Cell phone#:			
City/State/Zip:		email:			
Space requested:	<input type="checkbox"/> Sanctuary (114 max capacity)	<input type="checkbox"/> Lower Level (50 max)	<input type="checkbox"/> Parish Hall (101 max)		
Building Use Start/Stop	Date: Day: Time: Frequency of building use:				
Approximate number attending your event:					
Do you require handicapped accessibility for your event? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unsure					
Do you plan to serve beverages and/or food? <input type="checkbox"/> yes <input type="checkbox"/> no					
Insurance liability binder provided to FPC? <input type="checkbox"/> yes					
Items Requested:					
<input type="checkbox"/> Thermostat preset	<input type="checkbox"/> Visual equipment (Sanctuary)	<input type="checkbox"/> Kitchen (parish hall)			
<input type="checkbox"/> Tables <input type="checkbox"/> Chairs	<input type="checkbox"/> Sound equipment (Sanctuary)	<input type="checkbox"/> Wifi password (parish hall)			
<input type="checkbox"/> Labyrinth (parish hall)					

RULES FOR USE:

Rates negotiable. Users may request guidelines.

Users agree to donate First Presbyterian Church of Ontario Center according to these terms:

\$ _____ per _____ due _____ to defray cost of utilities and building maintenance.

For single event use, users agree to make donation in advance.

Users understand that the church assumes no liability for organizations and/or individuals who are using the church building and grounds. Users agree to indemnify and hold the church harmless from any and all claims, demands, lawsuits, or actions of any kind, damages, judgments, costs and expenses which may be incurred or arise out of the use of the facilities by the users or guests.

Users understand that the Session of the Church reserves the right to deny an application for any reason.

Users understand that church activities have use-priority and agree to use space other than originally assigned, or to vacate the premises entirely on these rare occasions.

Users must meet only in the areas/buildings during the time period specified in this agreement. Children must be supervised by an adult at all times.

Users will ensure the conduct of the group is respectful and appropriate for the church.

Users understand that snow removal by the church is limited to normal church operating hours. Check with church office for operating hours.

Users understand that parking is limited to the paved driveway, street and if necessary, the lawn behind the parish hall.

Users will keep the outside noise level to a minimum and be respectful of our neighbors.

Users will exercise care in protecting the building, surfaces and furniture against damage or defacement.

Users will set-up tables and chairs as needed. User will provide and have tent set up, if needed.

Users will provide their own food and supplies. Users will not use church food or church serving supplies or will replace items used.

Users understand that no food is allowed in the Sanctuary, other than elements of Communion.

Users understand smoking and/or the use of alcohol or drugs is not permitted in the buildings. Users understand that adult entertainment is prohibited.

Users will limit the use of our church phones to local calls.

Users understand the buildings must be vacated by 10:30p unless special permission is granted.

The individual responsible for the key will ensure our key is not duplicated and will return the key when the space is no longer needed or upon the agreement end date, whichever is first.

Users understand if they do not adhere to the rules and terms of this agreement, they may be denied use of the buildings.

Applicant assumes responsibility for leaving the premises undamaged, and in the condition in which they were found.

RESPONSIBILITY EXTENDS TO THE FOLLOWING UPON LEAVING:

Chairs and tables - return set-up to original state and location

Floors - swept if necessary to return to the condition they were in upon group's arrival.

Kitchen - cleaned to original state, including counters, floor and any dishes/utensils used.

Garbage - if the amount exceeds the waste cans provided or contains food that will spoil, it must be taken outside and placed in the garbage toter at the back of the church.

Windows - closed and secured

Thermostat - set to return thermostat to the pre-programmed mode by pressing "run" button

Lights - off (motion lights in lower level of church will shut off by themselves)

Doors - locked

I, the applicant, understand and agree to adhere to the rules set forth for use of First Presbyterian Church of Ontario Center facilities as printed in this agreement. I affirm that I am authorized to sign on behalf of my group, and to bind the group to these terms.

This agreement is valid from _____ to end date: _____

Applicant Signature _____ Date _____

(Relationship to Group if applicable) _____

Pastor, Secretary or
Session member of FPC Signature _____ Date _____

Check# _____ Amount _____ Date Rcvd _____	Application Approval Communicated to Applicant
Check# _____ Amount _____ Date Rcvd _____	Via: <input type="checkbox"/> mail <input type="checkbox"/> phone Date: _____
	By: _____