



First Presbyterian Church Application for Use of Church Facilities

514 S. Armistead Ave., Hampton, VA 23669 Phone: 723-0114



Name of Organization: _____

Point of Contact: _____ Telephone Number: _____

Mailing Address: _____

Email: _____

Date(s) of use: _____ Time of Day: _____

Event description: _____

Rooms or facilities requested:

- Upstairs fellowship hall Stage Kitchen Downstairs Fellowship Hall
- Sanctuary Classroom Lawn area Parking Lot
- Organ Other: _____

Number of people expected: _____

What setups are required: Tables—how many? _____ Chairs - how many? _____ Piano
 Audio/visual Other: _____

Expected donation to be made: _____

Please attach a check in the amount of \$150 payable to "First Presbyterian Church" and attach it to this form. This is your security deposit and will be returned to you after the event provided the rooms you used are left clean and items put away. Additional room fees may be added. Your reservation will not be confirmed until the check is received.

I read, understand and will comply with the Facility Use Guidelines.

Signature

Date

Approval or disapproval will be sent back to the inquirer. If cancelled by the requestor two working days in advance, all fees will be returned less any money already spent. The Church reserves the right to cancel a reservation by verbal contact followed by written notice. This right will be invoked only in case of extreme circumstances, such as severe weather, power failure, etc.

Office Use

Date received: _____
Date approved: _____
Deposit received: _____
Deposit returned: _____
Keys issued: _____
Keys returned: _____

Coordination: Pastor
 Operations
 Dir of Music
 Other _____

On calendar
Room Fees: _____

FACILITY USE GUIDELINES

1. All groups will respect the church property and leave it in the same condition it was found. Trash will be removed, lights turned out (including rest rooms), furniture repositioned, tables cleaned, floors swept, mopped or vacuumed, etc.
2. If kitchen is used, see kitchen use guidelines.
3. All payments will be made out to "First Presbyterian Church" and in the notes section, the name of the group and the date of the event. If the church was left cleaned, items put away, and keys returned to the church office, the security deposit will be returned.
4. The facilities may only be used for the purposes stated on the form and for the dates and times stated on the form. Any changes must be must be approved at least two weeks in advance.
5. If necessary, the requestor will be given a key to the building nearest the parking lot. Unless special arrangements are made, all guests will enter and leave through this door. The exterior doors will not be left unattended when they are unlocked. After the event, the requestor will ensure all doors and windows are closed and locked. No additional keys may be made.
6. Unless permission has been granted in advance, the building must be closed by 11:00 pm.
7. Food shall not be stored in the church more than 24 hours before an event. All food will be clearly marked with the group's name. Left-over food will be removed from the church at the end of the event.
8. Unless approved by the Session, fundraising is not permitted. Free-will offerings may be collected. The cost of meals may be collected from the participants. No one will be asked to pay to enter the church unless approved by the Session.
9. Church property shall not be moved without permission. Any property requiring professionals to move, such as the piano, will be done at the expense of the requestor. Any property moved will be returned to its original permission at no cost to the church at the conclusion of the activity. There will be no changes to the décor or structure of the church, ie., removal of the cross, pews, or other installed or mounted items, such as paintings, banners, and flags.
10. Any damages will be reported to the church secretary. If other than fair wear and tear, the facility coordinator will determine any costs associated with damaged or missing items and will deduct that from the security deposit or request indemnification.
11. The church is a smoke free facility. Smoking is permitted outdoors and away from church entrances. Smokers shall dispose of cigarette butts in proper receptacles near the parking lot doors.
12. Youth under the age of 18 must be accompanied by adults supervisors who will comply with the church's Child Protection Policy.
13. Except for liturgical purposes, food or drink is not permitted in the sanctuary.
14. Any outdoor signs must be approved by the Session. Other means of advertising in the church (bulletin inserts, announcements, posters, etc) must be approved by an appropriate church committee.
15. Alcohol, gambling, illegal drugs, weapons, explosives and fireworks are not permitted anywhere on church grounds or in its facilities, nor are political activities or campaign rallies permitted.
16. Pets are not allowed in any facility (except for service animals).
17. Use of the organ, any piano or other musical instrument belonging to the church must be approved by the Director of Music.
18. Religious activities must be approved by the Session.
19. Groups outside of the Presbyterian Church (USA) may be asked to provide proof of liability insurance from their insurance carrier to cover any losses, injuries, or damages to the facilities.
20. Keys, if issued, will be returned to the church office within two working days after the event or cancellation. Failure to do so will result in the security deposit not being returned.

SUGGESTED DONATIONS*

Security Deposit (required)	\$150
Sanctuary	\$200
Upstairs Fellowship Hall (1-50 people)	\$50
Upstairs Fellowship Hall (>51 people)	\$100
Downstairs Fellowship Hall	\$30
Kitchen	\$50
Classroom	\$10 per room
Janitorial Services	\$150
Movers	Negotiated rate

*Most fees will be waived for church members, sponsored groups, or from PC (USA) organizations.

RELEASE OF LIABILITY

The requestor releases First Presbyterian Church from all liability relating to the facilities or any of the church property, including but not limited to liability from the church's negligence, whether contributory, sole or joint, arising out of or related to this agreement or the church's provision of the facilities to the requestor.