

# First Presbyterian Church

## Request for Reservation or Rental of Facilities

Session House    Session House Parlor/History    JMSC Gym    Lighthouse

Member reservation    Non-member rental

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Function/Group: \_\_\_\_\_ Cost: \_\_\_\_\_ Paid: \_\_\_\_\_

Fee Schedule:	Session House	JMS Fellowship/Gym	Lighthouse
Members - Church Function	No charge	No charge	No charge
Members - Non-Church Function	\$25	\$25/3 hrs, then \$10/hr	\$25
Non-members - Non-profit Group	No charge	\$75/3 hrs, then \$10/hr	No charge
<b>Refundable Cleaning Deposit</b>	\$150	\$200	No charge

- Church buildings and property will not be used for meetings by product-oriented business, retail sales, political events or meetings that reflect a partisan political nature or purpose, profit making, fundraising or ticket sales.
- Secure permission from the Facilities Manager, who has authority to grant or deny the request. Non-First Presbyterian Church use will not be scheduled more than 6 months in advance. Sign the agreement form and make arrangements to secure the key from the Facilities Manager.
- A \$150 or \$200 refundable cleaning deposit** is required for both the Session House and the JMS Fellowship Center/Gym, respectively. The cleaning deposit and building fee are due one week before the scheduled event. *Note: the cleaning deposit will be refunded by the church Office after the building has been inspected the following day. If the custodian is required to clean up **at all**, there will be no refund.*
- The custodian will neither set up for nor clean up after your meeting. Each user of the building must clean after use.
- Tobacco use and alcohol consumption are not permitted in any of the church buildings.
- Church property (e.g., projectors, linens, paper products) may not be used without prior coordination.
- Chairs and tables may be rearranged if they are returned to the locations where they were found.
- Lights must be turned out, the thermostats set on 85°F in the summer and 65°F in the winter, doors locked, and trash and drink bottles disposed of properly.
- Realize that these facilities are used by many groups and that there are many church-related activities at various times. Your groups will be assigned a space, but not exclusive use of any entire building.
- Any damage occurring due to the misuse of the facilities shall become the responsibility of the user.
- Users shall hold harmless first Presbyterian Church for and from any loss or liability arising out of the use of the facilities of First Presbyterian Church.

I further take this responsibility for the group's adherence to the above policies and agree to be called in the event of non-compliance and to make restitution for damage.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Representative of: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

**First Presbyterian Church**  
**Request for Reservation or Rental of Facilities**

**Rental Room Setup Request:**

**Function/Group:** \_\_\_\_\_

**Room:** \_\_\_\_\_

**Description/Diagram:**