



First Presbyterian Church Application for Use of Church Facilities

514 S. Armstead Avenue, Hampton, VA 23669 Phone: 757-722-0006

Name of Organization/Person Requesting Space: _____

Point of Contact: _____ Phone Number: _____

Mailing Address: _____

Email: _____

Date(s) of Use: _____ Time of Actual Event: _____

Time Needed for Set-up and Clean-up: _____

Description of Event: _____

Number of People Expected to Attend: _____

Room(s) Requested:

- Upstairs Fellowship Hall (Maximum # guests seated for lunch/dinner 125) Stage Kitchen
- Downstairs Fellowship Hall Sanctuary Commons Classroom(s) _____
- Conference Room A Conference Room B Lawn Area Parking Lot

Set-Up/Equipment Requested:

Tables: 60 in. Round # _____ 6 ft. Rectangular # _____ Chairs: # _____

Piano: _____ Audio/Visual Equipment: _____

Other: _____

Expected donation to be made: _____

Once your event has been approved, a **Security Deposit in the amount of \$150** is required to hold your date. Your reservation will not be confirmed until the deposit is received. It will be returned to you after your event, provided there has been no damage to the facility and equipment and all requirements for cleaning have been completed. All payments for event must be received *at least two weeks* prior to your event.

First Presbyterian 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, i.e. severe weather, power failure, etc. If you must cancel, we request that you do so *at least two days* prior to your event. All deposits and payments will be returned to you minus any expenses that have been pre-paid by the church.

OFFICE USE

Date received _____	Notified: _____	On Calendar: _____
Date approved _____	Requester _____	Key(s) issued _____
Date Deposit received _____	Pastor _____	Key(s) returned _____
Date Deposit returned _____	Operations _____	
Total Fees Due: _____	Music Department _____	
Date Paid: _____	Other _____	

RENTAL FEE SCHEDULE	
Security Deposit	\$150
Sanctuary	\$650
Commons	\$30
Upstairs Fellowship Hall	\$250
Downstairs Fellowship Hall	\$100
Set-up and break-down of tables/ chairs in Fellowship Hall	\$250
Kitchen (Includes use of appliances, pots and pans, prep utensils, dishes, glasses, silverware and dishwasher)	\$100
Classroom	\$20
Janitorial Services:	
Upstairs Fellowship Hall	\$150
Downstairs Fellowship Hall	\$50
Sanctuary	\$150
Commons	\$30
Kitchen	\$100
Audio/Visual Person	\$20 per hour

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Please read the attached Terms/Conditions of Use at First Presbyterian Church.

If you need further information, please contact the church office.

Office Hours: 10 a.m. to 4 p.m. Monday - Friday Phone: 757-722-0006

Email: fpcoffice@firstpreshampton.org

Liability Release Statement

*(must be read and signed by person responsible for event**)*

Anyone using the facilities and/or property of First Presbyterian Church (FPC), herein "User", agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether its employees or otherwise, and to all property, arising out of or in any manner connected with the use of the facilities and/or property of FPC under this Facility Use Agreement; and to the fullest extent permitted by law, the User shall defend and indemnify FPC and its Officers, Staff and Members, from any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorney's fees, and including without limitation claims for which FPC may be or may be claimed to be liable by reason of its own independent negligence. User's obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the User under worker's compensation acts, disability benefit acts or its general liability insurance coverage.

I have read, understand, and accept the terms/conditions for use of facility.

Signature **

Date

Please Print Your Name



TERMS/CONDITIONS OF USE AT FIRST PRESBYTERIAN CHURCH

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- 1) All groups must respect the church property and leave it in the same condition as it was found.
- 2) All required payments must be received two weeks prior to your event.
- 3) The facilities may only be used for the purposes, date and time stated on your application. Any changes must be approved at least two weeks in advance.
- 4) Youth younger than age 18 must be accompanied by adult supervisors who agree to comply with the church's Child Protection Policy.
- 5) Approval from the First Presbyterian Session is needed for:
 - ◆ Any religious activities or ceremonies
 - ◆ Any outdoor signs to advertise your event
- 8) Unless approved by the church Session, fundraising is not permitted.
Permitted are:
 - ◆ Free-will offerings
 - ◆ Collection for the cost of meals.
- 9) Except for liturgical purposes, food or drink is not permitted in the sanctuary.
- 10) Alcohol, gambling, illegal drugs, weapons, explosives and fireworks are not permitted in the church facilities or on the church grounds.
- 11) The church is a smoke free facility. Smoking is permitted outdoors as long as it is done well away from entrances and smokers dispose of cigarettes in proper receptacles.
- 12) Except for service animals, pets are not allowed in the church facility
- 13) If necessary, the person requesting use of the facility will be issued a key to the building. Unless special arrangements are approved, all guests will enter and leave through the door facing the parking lot. The exterior door must not be left unattended when unlocked. At no time, may additional keys be made.
If a key was issued, it must be returned to the church office within two working days after the event takes place or the event is cancelled. Failure to return the key in a timely manner will result in the security deposit not being returned.
- 14) Permission must be given in order for food to be stored in the facility prior to the day of your event. All left-over food must be removed immediately following your event.
- 15) If you receive permission to use the kitchen, you will be required to followed the Kitchen Guidelines.
- 16) Church property may not be moved without permission. Any property requiring professionals to move, i.e. the pianos, must be at the expense of the requestor. No changes are allowed to the décor or the structure of the church, i.e. removal of the cross, pews, or other installed or mounted items such as paintings, banners, and flags.
- 17) Use of the organ, any piano or other musical instruments belonging to the church must be approved by the Director of Music. Contact the church office for further information.
- 18) Any damages must be reported to the church office the next work day following your event. Any costs associated with damaged or missing items will be deducted from the security deposit. If the deposit does not cover the determined cost, the person signing the facility request will be responsible for the remaining cost due.
- 19) At the end of your event all trash must be removed, tables cleaned, floors swept and mopped, lights turned out and all doors and windows closed and locked.
- 20) Unless permission is given, the building must not be enter before 6:00 a.m. and must be closed and locked by 11:00 p.m.

Please Note: *Some fees may be waived for members of First Presbyterian Church, FPC sponsored groups, and PC(USA) organizations.*