FAITH PRESBYTERIAN CHURCH <u>Application for Use of Church Property</u>—Non-Wedding or Wedding <u>Copy to be retained by person/group using church property.</u>

Date	Room(s) to be used	
Initial Application	Date(s) of useto_	
Reapplication	Time and weekday of use	No. of times used
Name of organization		
Purpose/Background of Organizati	on:	
Check Requested Room Set Up:	Theater Style (if Theater, how man	ny chairs:)
Round Tables (if round tables,	how many tables-7 chairs to a table:)
Audio Visual System Required? If s	so, see accompanying Audio Visual Re	equest form and required training policy
Stationary Microphone Required (n	o training required): Yes No	
Other Set-Up Information:		
Name of person assuming responsi	bility	
Address	Sinty	Zip

The group I represent does agree to the following:

Phone (H)

• to uphold the criteria specified in the signed Hold Harmless Agreement;

(W)

• to inspect and insure that all church property is left as found in good order including proper disposal of trash, picking up of any trash or food from the floor, replacing any furniture that has been moved, etc.

(C)

- to insure that all rooms are left locked and secured with lights turned off.
- to insure that the Kitchen, if used, has been used following the posted Kitchen rules including all ovens and equipment turned off, no carts left close to the range, and the proper cleaning of all surfaces and floors.

I have received and read the policies and procedures provided with this form and as an agent for the applicant, agree to abide by all policies and procedures described herein.

Signature_

FEE GUIDELINE

<u>FEES AND APPLICATION MUST BE SUBMITTED ONE MONTH PRIOR TO RESERVATION.</u> No reservation will be placed on calendar until both fee and application are received.

Membership fees shall apply only to those functions which are for the primary benefit of church membership. An initial fee will be charged for one 5 hour time period. Additional fees will be charged per time period.

CHURCH PROPERTY	MEMBERS	NON-MEMBERS		
Sanctuary – Wedding	\$ 400.00			
Sanctuary – Non-Wedding		\$ 400.00		
(Requests from outside groups for sacred arts performances or educational institution recitals only need Worship and Music Committee approval and				
will be scheduled through the Director of Music. Worship and Music Committee will determine the fees charged for each of those groups.)				
Parlor	100.00	\$200.00		
Sexton Fee	\$100.00	\$100.00 (minimum regardless of hrs)		
[Sexton Fee will be doubled if both Sanctuary and Fellowship Used]				
Organist Fee	\$150.00	\$ 150.00		
[Note: Sexton Fee is required for Fellowship Hall reception events on Friday evenings or Saturdays due to				
required set up of Fellowship Hall for Contemporary Worship Service held on Sundays.]				
Fellowship Hall	\$100.00	\$ 300.00		
Kitchen	\$ 65.00	\$ 150.00		
Deposit	\$ 50.00	\$ 100.00		

Deposits will be refunded if everything is left in good order and no equipment is damaged or missing.

Fees due \$	Approved	
Fee Amount Rec'd	Fee Rec'd by:	Date:

Reviewed February 2005, Revised March 2007; Revised October 2007; Revised February 2009; Revised August, 2015

HOLD HARMLESS AGREEMENT AND WAIVER OF LIABILITY

Faith Presbyterian Church has agreed to allow the below named persons/organization to use its church premises for the purposes so stated in its application. This use is for non-commercial purposes as Faith Presbyterian Church is not in the business of renting space, but does allow the church premises to be used for a minimum fee by not for profit, non-political groups, organizations, and individuals (for weddings).

Be it, therefore, agreed upon by the user organization/individual, that the user of the Faith Presbyterian Church facilities agrees to hold said church harmless for any injury sustained on its premises or its facilities during the period of time the below signed organization, its members or guests, utilizes the church facilities. The authorized agent for the below signed organization has represented that he has read this agreement carefully, has had ample opportunity to consult with legal counsel, and has agreed that he has, or will, advise all persons attending his organization's function at said church and advise all persons who will be in attendance of this hold harmless agreement and waiver of liability.

Therefore, for valuable consideration, the below signed organization, by its authorized representative agrees to hold Faith Presbyterian Church, its ministers, officers, employees and members harmless and waives any and all liability for any injury or damages suffered during its use of the church premises or facilities by its members or guests. This includes any injury or damages suffered as a result of preparing and/or serving food during said organization's/individual's use of the church facilities.

Faith Presbyterian Church advises the below authorized agent of the user organization/individual that the church's parking areas are not well lighted and that the church has no security protection for anyone occupying or using the church facilities.

WHEREFORE, the below signed authorized agent of the user organization/individual agrees that said organization will hold Faith Presbyterian Church, its ministers, officers, employees and members harmless and agrees to pay any damages awarded by any forum, including costs and attorneys' fees, against Faith Presbyterian Church, as a result of anyone suffering injury or damages during the user organization's use of the church facilities.

(Signature of Authorized Agent)		(Date)
(Organization)		
(Address)		
(Witness)	(Witness)	

Reviewed February 2005; Revisted August, 2015