

# First Presbyterian Church

## Facility Use Request Form

**Account**

Today's Date \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Contact**

Name \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**Building**

Presbyterian Church \_\_\_\_\_ Yes \_\_\_\_\_ No  
Annex (Manual Arts Building) \_\_\_\_\_ Yes \_\_\_\_\_ No  
Proposed Dates of Use: \_\_\_\_\_  
Proposed Hours of Use: From \_\_\_\_\_ (am or pm) To \_\_\_\_\_ (am or pm)

**Organization**

1. Is either a business or organization sponsoring? \_\_\_\_\_ Yes \_\_\_\_\_ No  
- is your organization a registered 501©(3) not-for-profit entity? \_\_\_\_\_ Yes \_\_\_\_\_ No  
- is your organization a church? \_\_\_\_\_ Yes \_\_\_\_\_ No  
- is your organization an educational institution? \_\_\_\_\_ Yes \_\_\_\_\_ No  
- is your organization a governmental agency? \_\_\_\_\_ Yes \_\_\_\_\_ No  
2. Is a private individual sponsoring this event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
-who will be sponsoring this event? \_\_\_\_\_

**General Use**

Have you booked an event using our facilities before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is this booking a third party use (are you booking for someone else)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is your event open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will you collect admissions, dues, donations, or fees? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is your event a fundraiser? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will you be advertising your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Specific Use	Area(s) Needed		Extra Decorating Time	
	Yes	No	Yes	No
1. Sanctuary	___	___	___	___
2. Memorial Room	___	___	___	___
3. Fellowship Hall	___	___	___	___
4. Kitchen	___	___	___	___
5. Sunday School Rooms	___	___	___	___
6. Small Meeting Rooms	___	___	___	___
7. MAB Gym	___	___	___	___
8. MAB Rooms	___	___	___	___
9. Other - Please Describe Here:				

<b>Sanctuary</b>	Will piano or organ be used?	___	Yes	___	No	
	Will decorations be used?	___	Yes	___	No	
	Will the balcony be used?	___	Yes	___	No	
<b>Memorial Rm</b>	Will tables and chairs be needed?	___	Yes	___	No	
	Will decorations be used?	___	Yes	___	No	
	Will food or drink be in Memorial Room?	___	Yes	___	No	
<b>Fellowship</b>	Will tables and chairs be needed?	___	Yes	___	No	
	Will decorations be used?	___	Yes	___	No	
	Will food or drink be in Fellowship Hall?	___	Yes	___	No	
<b>Kitchen</b>	Will your event be catered?	___	Yes	___	No	
	Will cooking/baking take place in the kitchen?	___	Yes	___	No	
	Will you be serving food and/or drink?	___	Yes	___	No	
	Will any red dye drinks be served?	___	Yes	___	No	
	Will utensils and/or dishware be used?	___	Yes	___	No	
	Will the dishwasher be used?	___	Yes	___	No	
<b>Rooms</b>	Will church table cloths or towels be used?	___	Yes	___	No	
	What equipment will be used?	_____				
<b>MAB Center</b>	What food or drink will be in the room?	_____				
	What breakdown of ages will attend?	_____				
	What cleanup will be needed?	_____				
	What sports equipment will be used?	_____				
	Will tables and chairs be needed?	Quantity _____	___	Yes	___	No
	Will decorations be used?	___	Yes	___	No	
	Will food or drink be in the MAB?	___	Yes	___	No	

**Under-  
standing**

1. Party requesting use shall sign the FPC Use and Hold Harmless Agreement.
2. The party using the facilities will be responsible for the total replacement cost of materials damaged or lost, regardless of the activity.
3. Additional fees may be collected or returned after the use to appropriately address the actual costs.
4. Party using the facilities shall be responsible for leaving the facilities and equipment in the same condition as it was upon arrival.
5. Facilities and rooms not made available to the party under this agreement shall not be used.
6. Equipment not made available to the party by prior arrangement under this agreement shall not be used.
7. Use forms and FPC Use and Hold Harmless Agreement shall be submitted for approval at least 15 days in advance of use dates requested.
8. All arrangements for use shall be coordinated with the Administrative Secretary in the church office from 8:30am to 4:30pm weekdays.
9. Failure to comply with the use provisions in the First Presbyterian Church's total agreement may result in the cancellation of existing and all future facility use requests with that party.
10. Emergency contacts:
 

FPC's Administrative Specialist	(402) 831-0756
FPC's Custodian - Zach Spurgeon	(402) 469-1997

**Requested  
By**

I, \_\_\_\_\_, having read and agreed to First Presbyterian Church's rules, regulations and policies, fully understanding that additional fees may be incurred, and providing the church with the attached Use, Indemnification and Hold Harmless Agreement, request permission for the use of the church facilities for the purpose as described in this application.

\_\_\_\_\_

Signature of Requesting Representative \_\_\_\_\_  
Date

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**Church  
Approvals**

For Church Use Only.

Approval Date: \_\_\_\_\_ Fees: \_\_\_\_\_

Special Instructions:

\_\_\_\_\_

Trustee Session Admin. Asst.