

The First Presbyterian Church of Palm Bay
1080 Port Malabar Blvd., NE
Palm Bay, Florida 32905-5136
(321) 725-8484
Fax (321) 956-9438

(A NON-SMOKING FACILITY)

REQUEST FOR USE OF FACILITIES

PART I:

Name of Organization _____

Church Member Sponsor (See instructions on reverse side) _____

Type of Event _____

Name of Insurance Company & Policy No. _____

Contact Person _____ Phone No. _____

Date/Dates desired _____ (Time) From _____ to _____

Facility desired: Room/s _____ Building _____

*Kitchen _____

Number of people expected to attend _____

PART II:

Fee Schedule:

<u>Facility</u>	<u>Usage Fee</u>	<u>Security Deposit</u>
Sanctuary/Fellowship Hall	\$100 daily	\$100
*Kitchen	\$25 daily	\$25
Meeting Rooms	\$50 daily	\$50

The security deposits are required at the time of reservation. The balance is due two (2) weeks before the date of use. A cancellation fee of 10% will be charged. All fees and deposits are payable in two checks to "First Presbyterian Church of Palm Bay".

* = Groups using the kitchen are required to leave all equipment clean and in order. You must supply your own dish towels, pot holders, paper towels, etc.

ALL FACILITIES ARE TO BE LEFT CLEAN AND PROPERLY REARRANGED TO THEIR ORIGINAL CONDITION.

We agree to abide by the facilities policies and understand fully the facilities use charge, which is payable in advance to the church office.

Signed _____

Sponsor

_____ Date _____

Representative

REV. 01/01/08

PART III:

RESPONSIBILITIES OF A "CHURCH SPONSOR"

1. Obtain a **FACILITIES USE FORM** from the Church Secretary.
2. After completing Part I of the Facilities Use Form, leave the form with the Secretary to be scrutinized as to the building(s) availability.
3. When permission is received to use the building(s), obtain the necessary key(s), then the church sponsor will be responsible for opening the necessary buildings, responsible for the requesting parties conduct while in the buildings and responsible for reporting any destruction by the requesting parties to the Secretary.
4. After the requesting parties use of the building(s), the Church Sponsor will lock and secure the building(s), making sure the air conditioning thermostat on wall at the north section of the kitchen is set at 78 degrees while the other three thermostats are turned to the off position and return the key(s) to the Secretary.
5. Church sponsor needs to make sure that all trash is emptied and that the building is left in the original condition.

REV. 07/27/07