

REQUEST FOR USE OF FACILITIES

First Presbyterian Church of Palm Bay

Part 1: Request Information

Name of Individual/Organization: _____

Contact Person who will serve as Representative: _____

Phone Number: _____ Email: _____

Type of Event: _____

Name of Insurance Company: _____

Policy No. _____

Date/Dates Desired: _____

Time: From _____ to _____

Building Desired: _____

Rooms: _____

*Kitchen (check one) Yes _____ No _____

Special Requests (use of tables, chairs, supplies, assistance with setup, etc.):

RESPONSIBILITIES OF A “REPRESENTATIVE”

1. Obtain a FACILITIES USE FORM from the Church office.
2. After completing Part I of the Facilities Use Form, leave the form with the office to be scrutinized as to the building(s) availability and forwarded to Session for approval.
3. When permission is received to use the building(s) fill out Part 2 of the Request for Use of Facilities form, pay any required deposits, meet with Church representative for tour and instruction in applicable church policies, and obtain the necessary key(s).
Representatives are responsible for the conduct of their group while in the buildings and responsible for reporting any damage to the office.
4. After the event/meeting, the Church Representative will lock and secure the building(s), making sure the air conditioning thermostat(s) are returned to 80°C. Representative is responsible for making sure that all trash is emptied and that the building is left in the original condition.

Part 2: 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

Security deposits are required at the time of the 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.” Security deposits will be returned within two weeks after satisfactory inspection by a church staff member or designee.

* = Groups using the kitchen are required to leave all equipment clean and in order. You must supply your own dish towels, potholders, 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 _____ Date _____

Church Staff _____ Date _____

Preliminary Building Walk Through and Policy Acknowledgement

Inspection / Instruction

Floor / Carpet Condition: _____

Furniture Arrangement: _____

Trash Cans: _____

Sinks / Counter Tops: _____

Thermostat Use and Settings: _____

Other: _____

Policies / Procedures Discussed

_____ Prohibition of smoking in church buildings

_____ Prohibition of alcoholic beverages and of the use of drugs in church buildings and on church property

_____ Policy: the church is not responsible for any loss, theft, or damage to any personal items belonging to or left by users of the building.

_____ Policies to ensure safety of children, youth, and vulnerable adults, including the requirement for a minimum of two adults to be present at all activities involving under the age of eighteen

_____ Church safety procedures, including procedures to follow in case of fire

_____ Procedures to follow in case of an accident involving personal injury or damage to church property

Acknowledgement

I have received, understand, and the group which I represent will abide by the policies and instructions given.

Signed _____ Date _____

Church Staff _____ Date _____

Church Key given on _____ Date

Part 3: Post Event Inspection

Floor / Carpet Condition: _____

Furniture Arrangement: _____

Trash Cans: _____

Sinks / Counter Tops: _____

Other: _____

The building was inspected and found to be in (circle one) SATISFACTORY / UNSATISFACTORY condition.

Note: Security deposits will be returned within two weeks after satisfactory inspection by a church staff member or designee

Signed _____ Date _____

Church Staff _____ Date _____

Church Key returned on _____ Date