

FPC FACILITY USE APPLICATION

(Rev. 10/11)

Event date _____

Event Name _____

Contact person _____ **Phone** _____

Alt. phone _____

Name of organization making request: _____

Person responsible (if different than above) for supervision of event

(to check bathrooms; turn out lights and lock doors at end of event; check for appropriate conduct in the building, etc.):

On-Site person _____ **Phone** _____

Alt. phone _____

Start time of event _____ **End time of event** _____

(As it will be publicized & appear on church calendar)

Time needed for organizers to be in building/set-up/clean up completed:

From _____ To _____

Rooms requested:

Sanctuary (by Session Approval Only) _____

Fellowship Hall/Gym _____

Narthex _____

Nursery _____

Lounge _____

Courtyard _____

Classroom(s) - _____

(over)

If Serving Food to be prepared here:

Check one:

Fellowship Hall Kitchen _____ Youth area kitchen (staff use only) _____

Using caterer? If so, list catering contact person & phone # below:

Time kitchen needed (*including prep and clean-up time*)

From _____ to _____

(For Fellowship Hall Kitchen, circle all that apply):

Using: *refrigerator* *sink* *stove top only* *oven*
 dishwasher *microwave* *coffee makers* *ice maker*
 electric roasters *warming ovens* *convection oven*

Supplies needed:

Using kitchen china and silverware: _____ **OR** Circle all that apply below:

Disposable cups (list preference of paper, plastic, hot drink and/or cold drink; punch-style or tumbler style, & oz.-size)

Paper/clear plastic dinner plates *paper /clear plastic dessert plates* *plastic nut cups*
Paper/plastic bowls (for soup/fruit, etc.) *plastic silverware* *paper napkins*

I have read the building-use policies and the kitchen-use health rules and agree to abide by them:

Signed: _____ **Date:** _____

For Office Use Only:

Application: **Approved** _____ **Disapproved** _____

Total Fee: \$ _____ **Due By:** _____ **Receipt/Check #** _____ **Key #** _____

Trustee/Elder Signature: _____ Date: _____

30000 FACILITY USE POLICIES (revised 11 2011 to include kitchen policy)

30100 General guidelines

- a. Use only those rooms approved on your application. Use of spaces not reserved may jeopardize future requests.**
- b. Alcoholic beverages and the use of tobacco are NOT permitted on the church property.**
- c. If non-alcoholic beverages are consumed in the building we ask that you be careful and considerate and remember to empty and dispose of liquids and containers properly.**
- d. Wear only shoes with Non-Marking soles during gym use. If marking soles are used, clean up by user is required, or damage fees will be assessed.**
- e. All kitchen use must be coordinated with our kitchen supervisor, who will ensure all health department rules are followed. You will be provided with the kitchen standard operating procedures and must familiarize your volunteers with it. The kitchen supervisor or someone else qualified must be present at all events using the kitchen. Clean up of every event must happen immediately following that event and it is the responsibility of the requestor. Failure to clean up promptly and adequately may jeopardize future request.**
- f. Please follow this checklist after your event:**
 - 1) Turn thermostat back to standard temperature if changed while in room. (Standard temp is considered 68 if it is heating season (winter) 75 if it's cooling season(summer) and 70 if it is in-between (Those beautiful days in spring or fall)
 - 2) Check coffee pots, other electronics to verify they are shut off
 - 3) Wipe down table tops and counters if needed/sweep floor and wipe up spills if needed
 - 4) Put tables and chairs back into original position, place room items back into original location if you used them (ie: books, toys, coffeepots, etc.)
 - 5) Remove trash from room if food was served, and take to outside dumpster when leaving the building. Please note, if you have liquids in the bag, please take to the nearest custodial closet and place near the floor drain. Our custodian will remove the trash from there, in case of leaks.
 - 6) Turn off lights and close door when exiting.
 - 7) If there were any damages or spills, please leave a note at the reception desk.
 - 8) Before leaving the building, please check that lights are turned off, and exterior doors are locked.

Current Emergency Contacts:

Facility Use Fees:

3/14/2011

	Member (for personal use)	Non-Member	Service Club/ Charitable Org.	Other	Total Payable to FPC
Refundable Key Deposit	\$5	\$5	\$5	\$5	
Damage Deposit	\$0	\$100	\$100	\$100	
Fellowship Hall/Gym					
1 st Hour	\$20	\$20	\$20		
Additional Hour \$10	\$10	\$10	\$10		
Day Rate	\$60	\$60	\$60	\$110	
Kitchen Use					
	\$45	\$45	\$45	\$45	
Classrooms/Lounge					
4 Hour time blocks Per room	\$0	\$25	\$25	\$25	
Gathering Space (Narthex)					
1 st Hour	\$20	\$20	\$20		
Additional Hour \$10	\$10	\$10	\$10		
Day Rate	\$60	\$60	\$60	\$110	
Sanctuary Approval and Fees set by Session only					
Weddings (Sanctuary, Gathering Space, Lounge, Library, Youth Activity, Restrooms)					
Refundable Deposit	\$150	\$150			
Use Fee	\$100	\$500			
Optional:					
Candelabra	\$15	\$15			
Kneeling Bench	\$15	\$15			
Other Wedding Fees (Payable directly to the provider of the service)					
Pastor	\$150	\$150	(recommendation only)		
Enrich/Prepare Test	\$30	\$30	Required		
Wedding Coordinator	\$100	\$100	Required		
Organist/Pianist	\$75-150	\$75-150	(recommendation only)		
Bench Fee	\$50	\$50			
Soloist	\$75-150	\$75-150	(recommendation only)		
Sound System Operator	\$100	\$100	If Music is part of your service		
Slideshow Operator			If a DVD or slideshow is part of your service		
Special Set-Up	\$100	\$100	If regular Praise Equipment must be moved		

Funerals

(Sanctuary, Gathering Space, Lounge, Youth Activity Room, Youth Classroom 1, Restrooms)

No fees, but if you wish to make a donation to the church to help offset costs, we recommend \$50 for overhead. If there is a luncheon, and if you wish to make a donation to Deacons to help offset cost of the food, we recommend \$3 per plate.

- All Presbyterians U.S.A. will be considered members of Hastings First Presbyterian Church for purposes of this policy.
- Damage deposits and key deposits shall be made at time of application. Damage deposit will be refunded, based upon absence of damage, within 30 days following event. The key card deposit will be refunded when the key card is returned.
- ALL USE FEES** must be paid at least two (2) weeks in advance of event date.
- Renters will be instructed by the facility host on lights, doors, thermostat, coffee pots, and gym equipment use, as applicable.