

# PROVIDENCE PRESBYTERIAN CHURCH BUILDING USE APPLICATION

Before completing the application, please read the reverse side for eligibility requirements, conditions and details regarding the application process.

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

POSITION WITH ORGANIZATION: \_\_\_\_\_

EMERGENCY PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

MEETING/EVENT PURPOSE: (attach any pertinent supplemental documents) \_\_\_\_\_

WILL THE EVENT INCLUDE ANY FUNDRAISING OR SALES: \_\_\_\_ Yes \_\_\_\_ No

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

DESCRIBE YOUR RELATIONSHIP TO THE CHURCH: \_\_\_\_\_

NAME OF INSURANCE CARRIER: \_\_\_\_\_

INSURANCE POLICY NUMBER: \_\_\_\_\_

EVENT DATE(S) REQUESTED \_\_\_\_\_

TIME REQUESTED: (include set-up and tear-down time) \_\_\_\_\_

ACTUAL EVENT TIME: (do not include set-up and tear-down time) \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_ IS THE EVENT OPEN TO: (circle one) A private group The general public

ROOM/S REQUESTED\*: (see rate sheet for types) \_\_\_\_\_

\*The Church reserves the right to move or cancel events based on church needs. All efforts to accommodate the reservation will be made.

ADDITIONAL SERVICES, SPECIAL EQUIPMENT OR CONSIDERATIONS REQUESTED:

CALCULATING EVENT FEES: From the rate card provided, indicate below the total fees applicable to your event. A refundable deposit of \$100 is due upon approval of application.

REFUNDABLE DEPOSIT: \_\_\_\_\_ \$100.00 \_\_\_\_\_

KEY DEPOSIT: \_\_\_\_\_

TOTAL ROOM RATE: \_\_\_\_\_ Circle the rate structure which applies: Hourly Half-day Full-day

TOTAL STAFF FEES: \_\_\_\_\_ List Staff needs \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

By my signature below, I attest that I have read and agree to the *Building Use Eligibility and Conditions Of Use* on the reserve side. If the application is approved, I understand my reservation is not secure until all building use fees are paid and the approval is only good for 10 days from the initial notification.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

# BUILDING USE ELIGIBILITY and CONDITIONS OF USE

## Eligibility

Prospective users must submit a completed application to the church office by the first of the month prior to the month the use is requested (i.e. January 1st submission for a February event). The Administrative Committee will review the application and make a recommendation to the Session for approval based on the information which appears on the application form. Applicants are encouraged to attach supporting documents when and where appropriate. Determination of use is mainly considered and granted to Groups which espouse Christian principles. Preference is given to Groups that have an active church member as a participant. If you have an association with an active church member please include the name and phone number of the individual with your application.

## Conditions of Use

All Groups using the building will be governed by the conditions of use contained below. Failure to adhere to these conditions will be grounds to cancel the application and deny further use of the building without penalty or future claims.

- The sanctuary is open to all people for prayer during church office hours. (Use of the sanctuary after normal working hours must be approved by the Session.)
- Any damage or loss of church property and equipment shall be responsibility of the Group. Groups shall inform the church office of the extent/circumstances surrounding any damage or loss they find upon entering the buildings or which occur during their use.
- Groups shall hold harmless the Session, church employees and members of the congregation for any injuries to the Group or damages to the Group's property and for any injuries to individual(s) and/or property owned by others.
- Smoking, using profanity and/or alcoholic beverages is not permitted on church property.
- Food or beverage is not permitted in the sanctuary and is permitted only in the area(s) so designated (eg: fellowship hall or any classroom specifically approved in advance).
- Groups may only use those spaces of the facility that have been approved/assigned.
- Furniture and equipment will be returned to their original place and Groups will not remove any property from the church without prior Session approval.
- Groups will clean up after themselves and dispose of any trash in the appropriate outside receptacles. Events which involve a caterer are required to remove any trash they generate from the premises.
- Groups shall inspect all common areas (restrooms, hallways, etc.) to ensure water is not running, lights have been turned off, windows are closed and doors are locked. In cases where multiple Groups are meeting, the last Group in the building is responsible for securing the building.
- Groups will have present either the church custodian, staff member, or a church member for gatherings of forty or more. Additional staff fees may apply.
- Groups shall not post notices on church property.
- Groups may decorate assigned spaces. All decorations shall be appropriate for a church setting and be removed at the end of the event. Any damage resulting from the decor shall be the responsibility of the Group.
- The Kitchen, nursery, AV equipment, musical instruments, PA system and any other special equipment require special permission for use. Additional conditions and/or fees may apply. Groups shall ensure all special use equipment has been turned off and are returned to their original space.
- Groups who have access during normal business hours must check in with the office at the beginning and end of their program. (Monday - Friday, 9am -3pm). Groups using the facility after normal business hours may be issued a key on a case-by-case basis. If an entry key is issued to approved applicants, it may be picked up at the church office prior to the date needed. Unless other special arrangements have been made, the key is to be returned to the office on the first working day after the use of the building is completed. A separate key application is required to issue a key. Additional conditions and fees may apply to receive a temporary key.
- Groups belonging to official organizations (eg: Boy Scouts, Girl Scouts) are to submit a copy of the certificate of insurance.
- Fundraising events are limited to three hours and are only for Groups which hold a tax exempt status under U.S. Internal Revenue Service rules and regulations and whose fundraising efforts are for the purpose of raising funds for a charitable cause or to defray Group expenses. Fundraising events may not be advertised to the local community nor open to the general public and may not be conducted in the Sanctuary or Parlor.

I have read and understand the regulations and guidelines noted above.