

FPC FACILITY USE APPLICATION

(Rev. 4/16)

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) - _____

Audio/Visual Needs (Sanctuary):

Microphone(s) _____

PowerPoint _____

Music CD _____

DVD _____

Video _____

(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: Jim Bruce 269-945-0149

Facility Use Fees – Effective February 2017

	Member (for personal use)	Non-Member	Service Club/ Charitable Org.	Other	Payable to FPC:
Refundable Key Deposit	\$5	\$20	\$20	\$20	
Damage Deposit	\$0	\$100	\$100	\$100	
Fellowship Hall/Gym					
Up to 4 hours	\$25/\$40	\$30/\$50	\$30/\$50	\$50/\$75	
Day Rate	\$75	\$100	\$100	\$150	
Set-up/Take-Down Tables/Chairs:					
0 – 100	\$25	\$50	\$50	\$50	
100 – 200	\$50	\$75	\$75	\$75	
200 – 250	\$75	\$100	\$100	\$100	
Kitchen Use					
Kitchen supervisor present	\$0	\$15/hour	\$15/hr	\$15/hr	
Class Rooms/Lounge					
4-hour time blocks per room	\$0	\$30	\$30	\$30	
Narthex/Gathering Area Only – no meals					
Up to 4 hours	\$20/\$30	\$25/\$40	\$25/\$40	\$40/\$60	
Day Rate	\$50	\$75	\$75	\$120	
Sanctuary for <i>other than</i> weddings – approval and fee set by Session only					
Weddings (sanctuary, narthex, lounge, library, youth activity, restrooms) – (payable to as noted – either FPC or provider of service)					
Refundable Deposit	\$200	\$200 (FPC)			
Use Fee	\$100	\$500 (FPC)			
Candelabra	\$0	\$25 (FPC)			
Wedding Coordinator – required	\$200	\$200 (provider)			
Custodial	\$100	\$100 (provider)			
Pastor	Honorarium	Honorarium			
Marital Prep – required	\$40	\$40 (provider)			
Soloist	\$75 – 150	\$75 – 150 (recommended rate; provider)			
Organist/Pianist	\$75 – 150	\$75 – 150 (recommended rate; provider)			
Sound System Operator	\$100	\$100 (provider); operator shall be from FPC			
Slideshow Operator	\$100	\$100 (provider); operator shall be from FPC			
Video Operator	\$100	\$100 (provider); operator shall be from FPC			
Special Set-up	\$200	\$200 (provider); for praise equipment move			

Wedding Reception Only

Custodial (in addition to applicable Fellowship Hall fees) \$100 (0-150); \$125 (150 – 200); \$150 (200+) – to provider

Funerals – sanctuary, narthex, lounge, youth activity room, youth classroom 1, restrooms

NO FEE – if there is a desire to make a donation to FPC to help offset costs, \$100 is recommended. If a luncheon is desired, the recommended donation to the FPC Deacons to help offset cost is \$3 per person. Also, if desired, please see above recommended rates for other potential services (Pastor, soloist, sound system, etc.) that may be provided at a funeral.

- a. 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.
- b. **All USE FEES** must be paid at least two (2) weeks in advance of event date.
- c. Renters will be instructed by the facility manager on lights, doors, thermostat, coffee pots, and gym equipment use, as applicable.

Note: Fees are subject to Board of Trustees review/approval on an as needed basis.