

Company/Organization Name: _____ **Today's Date:** _____
Contact Name: _____ **Email:** _____ **Phone:** _____
Event Title: _____ **Event Date:** _____ **Number of Guests Expected:** _____

Set Up Time: _____ AM/PM
 (This is the time you need to get into the building)
Out Time: _____ AM/PM
 (This is the time you plan to be OUT of the building)
Event Start Time: _____ AM/PM
Event End Time: _____ AM/PM

AV Tech Needed? ☐ YES ☐ NO **\$25/HR** Only our techs are permitted to operate church equipment.
 If your event requires a tech, the tech services will be billed for setup, the actual event, and tear-down. The tech will be paid for a minimum of two (2) hours.
Equipment Needed (circle all that apply)
 PIANO | SOUND SYSTEM | PROJECTOR | TV | DVD | WIRELESS MIC

Room Requests (check all that apply)

Small Room ☐ Library Occupancy: 15 ☐ Lounge Occupancy: 15 ☐ Confirmation Room Occupancy: 15 ☐ Classroom Occupancy: 15
Large Room ☐ Fellowship Hall Occupancy: 45 ☐ Lower Level Kitchen Full Kitchen ☐ Great Hall Occupancy: 250 ☐ Sanctuary Occupancy: 250

Tables Needed: Rectangle _____ **# Chairs Needed:** _____
 Circle _____ **# Chairs Needed:** _____

NOTES _____

FEE STRUCTURE & TIER GROUPINGS

- *IF* your event is approved, a \$200 security deposit check is due to the church to secure your date.
- **This deposit may be applied to the building use fee if the terms and conditions are followed.**
- \$20 per hour for the use of each small space approved.
- \$50 per hour for the use of each large space approved.
- \$50 cleaning fee (non-refundable) for the approved use of small spaces.
- \$100 cleaning fee (non-refundable) for the approved use of large spaces.
- \$25 per hour fee for an audio visual technician to be present during an event (with a 2 hour minimum).
- Your fee will be determined within 10 days following your event*
- If your event is recurring or covers multiple days, these fees will constitute the amount owed per day.

Each church member/non-member requesting use of our building will be assigned to Tier One, Two, or Three which explains the fee schedule assigned for each function.

Tier One (Security deposit required, use/cleaning fees will be charged as detailed in the Building Use Terms form.
 1. Non-church, For-profit.

Tier Two (Security deposit required, use/cleaning fees detailed in the Building Use Terms and Conditions may be waived and Security deposit returned based on the condition of the space after the event.)
 1. Non-church, Non-profit with no church connection/partnership.
 2. Church member event for non-church organization.
 3. Church partner, Non-profit large event.

Tier Three (No Security deposit required, use/cleaning fees detailed in the Building Use Terms and Conditions may be waived based on the condition of the space after the event.)
 1. Church partner, Non-profit small event.
 2. Church member, personal event.

_____ I agree to the terms and conditions of First Presbyterian Church for the use of their facility.

Initials

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Was this event approved? ☐ Yes ☐ No **If No - Why?** _____

Was proof of insurance provided? ☐ Yes ☐ No **If No - Why?** _____

Staff Signature: _____ **Date:** _____

Date security deposit was received: _____ **Check #** _____