

First Presbyterian Church, Independence, IA
Building Use Form 4-2-15 revision

Date of Event: _____

Name: _____

Group/Individual Name: _____

Purpose: _____

Telephone: _____

Email: _____

Is this a recurring event? Yes No

If yes, how often: _____

How many attendees? _____

What rooms will be used? _____

Will the nursery be used? _____

If so, how will the children be supervised? _____

What time does the building need to be opened? _____ Closed? _____

Is a host required? (Hospitality Team) _____ Are there any equipment needs? _____

Are there set up instructions? _____

Any other information? _____

Reservation Process

1. The office is responsible for handling forms and keeping the master calendar.
2. Members of FPC may use the facility free of charge when the request is for a personal event such as graduations, receptions, etc.... If this is for a member's business or member's place of employment, for-profit policies will apply. (Please note the suggested janitorial gift shown in (8e)).
3. Non-members that are using the facility for non-profit purposes may do so free of charge as part of FPC's mission of adding value to the community.
4. For profit groups and activities may be charged a fee. (\$50 – facility fee, plus janitor gift shown in (8e).
5. It's important to be aware that a funeral can happen suddenly and while we will do all we can to work around your event, the funeral will always have precedence.
6. FPC expects that any activity will have adequate supervision and a point person who will be responsible for the group.
7. There is a separate wedding policy.
8. Expectations:
 - a. Building use form will be filled out at least 2 weeks ahead of the event.
 - b. The event must be suitable for a church to host.
 - c. No smoking or alcohol will be permitted on church grounds.
 - d. The facility and/or equipment will be returned to its original condition. (In the event of any facility damage, the group will be responsible for repairs, as necessary.)
 - e. Ordinarily a gift of \$50 is made to the custodian.
9. FPC's Property and Finance Committee is responsible for overseeing the process.

Office use only: Approved by: _____ Date Approved: _____
(generally approved via email responses from PF committee members and initialed by PF chair)