

BUILDING USE PERMISSION REQUEST FORM

The Church Board and members of Forest Park Presbyterian Church (U.S.A.) will be pleased to have you in the church building. For those persons seeking rental of the facility who are non-members of church, the rental fee is \$200.00 for an afternoon or evening rental. Please be specific in the hours you are requesting to use the facility below. Deviations from these charges may be arranged on a case-by-case basis.

We ask only that you respect the building so it will remain useful for you and others in the future. Please see the attached FPC Building Use Rules and Regulations form which must be signed by you an a FPC representative.

(Organization name) _____ seeks permission to use the facilities of the church as follows:

Fellowship Hall Stage Kitchen

Estimate the number of persons expected to attend event _____

For the purpose and activities as follows:

on _____ (day), _____ (date), at _____ (time).

(Name) _____ (phone) _____
agrees to be held responsible for any damage which my occur to such church facilities as a result of their use of said facilities.

A Forest Park Church member will be present will not be present.

A \$100.00 <u>refundable</u> deposit must be given at the time of key pick-up. This deposit will be returned upon <u>satisfactory</u> facility inspection following your use.	
Pease arrange to pick up a church key between 9:a.m. and 1 p.m. not more than <u>two</u> days before your event.	Your building use fee must be paid at the time you pick up your key.
PLEASE REMEMBER: Turn off all lights and lock the doors on leaving. If you have used the stove or oven, please make sure that it is turned OFF.	

Return address: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Clerk of Session</i> <i>Forest Park Presbyterian Church (U.S.A.)</i> X <i>Date:</i>
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Forest Park Church Building Use Rules & Regulations Agreement

- 1) Please note the person signing the building use request will be held responsible for group compliance to all the following stated requirements. First time users will be required to come to the church in person before picking up the key and walking thru these requirements with the church secretary, pastor, or Building and Grounds representative. When completed you will signoff on this form. Please arrange a time with the church office during business hours of 9:00AM and 1:00PM
- 2) Please note the building area of use must be picked up, cleaned and returned to the same condition as given to you before your use.
- 3) Building use is confined to the Fellowship Hall, kitchen area and stage (lower level) unless otherwise agreed to by the Church Board. Under no circumstances should anyone be allowed access to the upper office or sanctuary level.
- 4) The upper floor main doors are to remain closed and locked. No access thru the upper main doors is allowed at any time! All people attending the group function are to be instructed to enter thru the rear door to lower level Fellowship Hall. Your key opens that door only.
- 5) Do not use the sliding shades in the kitchen area. They do not function properly. Please turn off kitchen lights if required.
- 6) Please be respectful of Jazzercise equipment and location on the stage area. It is not to be moved or used by anyone.
- 7) Please note that any equipment or furnishings used during the function (ie stove, tables, chairs, fans, lights etc. must be turned off and restored in their correct locations. Tables and chairs must be stored on appropriate carts. Note: if you need to use the large wooden tables please return them to the storage alcove where you found them. Only the white plastic tables should remain stored in Fellowship Hall room.
- 8) All garbage must be placed in black plastic trash bags. Please put trash in one of the three dumpsters located in the back parking lot. Note: if the dumpsters are full (top lids will not close) then your trash must be taken home for disposal by you! We cannot have any trash bags left on the ground, on top of, or next to the dumpsters.
- 9) Food should remain in the Fellowship Hall Dining area.
- 10) Please respect that this is a Non-smoking facility at all times

11) It is the policy of Forest Park Presbyterian Church (U.S.A.) that consumption of alcohol is not allowed.

12) Your deposit will only be returned only upon completion of another in-person inspection upon returning the key with the church secretary, pastor, or Building and Grounds representative. At that time we will make sure that all requirements of the building use have been complied with. When completed both parties will signoff on this form. Please arrange a time with the church office during business hours of 9:00AM and 1:00PM

Pre-Rental Check In

Your signature below indicates that you have read and understand the rules/regulations stated forth in the above agreement. *If you have any questions please ask them of your FPC representative at this time or before you pick up your key.*

X _____ Date
Responsible renting representative

X _____ Date
FPC representative

Post-Rental Check Out

Your signature below indicates that you have completed your post event checkout with a FPC representative present. After returning your rental key, FPC will return your rental deposit.

X _____ Date
Responsible renting representative

X _____ Date
FPC representative

Comments:
