

**Faith Immanuel Presbyterian Church  
Building Use Application  
COMMUNITY EVENTS**

**CONTACT INFORMATION**

Name of person requesting use:

Phone:

Email:

**EVENT INFORMATION**

**Description**

**Briefly describe your event:**

**Dates & Times**

**One-time Event - Date:**

**Recurring Event - Dates:**

**Start time:**

**End time:**

**Set-up & Tear-down**

Set-up date

Set-up start time:

End time:

Tear-down end time:

Check this box if no set-up/tear-down needed:

**Room(s) Requested (check all that apply)**

Shaffer Hall (hall only)

Shaffer Hall + Kitchen

Nevada Room

Sanctuary

Zarfoss Library

Other

OFFICE USE ONLY

Form submitted on: \_\_\_/\_\_\_/\_\_\_

DATE OF EVENT: \_\_\_/\_\_\_/\_\_\_

SENT TO B & P, Session & Personnel chairs; Finance on \_\_\_/\_\_\_/\_\_\_

COI  YPP

Session approval date: \_\_\_/\_\_\_/\_\_\_

Session declined date: \_\_\_/\_\_\_/\_\_\_

Event contact notified of Session decision on: \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_

## Guests & Vendors

### Approximate number of guests in attendance:

**Vendors:** Please list vendor company, contact person, and phone number. If there are more than two vendors, please submit additional vendors on a separate document.

#### Vendor 1:

Contact:

Ph:

#### Vendor 2:

Contact:

Ph:

## FEES

### Room rates

Shaffer Hall & Kitchen	\$250 / 1/2 day
Classrooms, Library or Board Room	\$150 / 1/2 day

### Other fees (Non-Members)

Use of Sanctuary	\$300
Sound Technician (including rehearsal)	\$150
Live-Stream Technician	\$150
Custodian	\$ 75

**Failure to properly clean and maintain the building and facilities: \$100**

All fees for the use of the facility are due one week before the rehearsal.

Checks for facilities use should be made payable to Faith Immanuel Presbyterian Church. Checks for the Pastor, Organist, Sound Technician, Live-Stream Technician and Custodian should be made payable directly to that person(s).

## RESPONSIBILITIES

Building use applicants shall be responsible for the following:

1. Providing adequate supervision thereof.
2. Setting up of furniture and returning it to its proper place after each meeting.
3. Placing all trash in waste receptacles.
4. Turning off all lights upon leaving.
5. Checking and locking all doors upon leaving.
6. All responsibilities outlined in addendums, attached.

## **REQUIRED DOCUMENTS**

### **Certificate of Insurance**

Faith Immanuel Presbyterian Church is required to obtain a certificate of insurance from each group/organization meeting in our building. The certificate must contain: details of carrier, insurance limits, and effective date.

Our insurance company asks that in addition to the certificate of insurance, you contact your insurance company and request that they name Faith Immanuel Presbyterian Church as an additional insured on your policy.

Please provide copies within 30 days of this application, and no later than 10 business days prior to your event.

**I acknowledge that I have read, understood, and agree to abide by all policies set form in the Building Use Application and in all attached documents.**

Signature:

Print Name:

Date:

## Regulations for Use of Building

1. All activities are limited to the room assigned. If other rooms are required, arrangements shall be made with the church office.
2. The leaders of each group shall be responsible for returning furniture to its original location, closing all windows, turning off all lights, closing all outside doors. All tables, chairs, and counter tops shall be wiped clean. All outside doors must be locked by the last group in the building. DO NOT Change or adjust any thermostat unless specifically directed by the church office. Any change in heating or air-conditioning must be coordinated with the church office. In short, leave the room as you found it. The church office should be notified of any problems or damage.
3. No alcoholic beverages are permitted on church property at any time.
4. The use of tobacco is prohibited.
5. Special arrangements must be made with the church office for the use of the kitchen or library.
6. Meetings are to be held as scheduled. Additional meetings and times must be arranged through the church office.
7. No agreement for the use of Faith Immanuel Presbyterian Church and its facilities shall extend beyond one year.
8. Faith Immanuel Presbyterian Church reserves the right to cancel any meeting or activity when the facilities are needed for Church activities or groups. At least 60 calendar days written notice will be provided to the group planning on using the facility.
9. Any violation of these regulations may result in denying future or continue daccess to the facilities.
10. Failure to properly clean and maintain the building and facilities shall result in the imposition of a \$100 fee.

NOTE: Faith Immanuel Presbyterian Church is pleased to be able to make our building available to serve the needs of our community. We ask your understanding, courtesy, and cooperation in maintaining our facility.

# Building Policy

**Building and facilities may be used by private, non-profit groups with a member of Faith Immanuel serving as the using group's sponsor, whose purpose is not counter to the standards of belief and practice of the Presbyterian Church.**

**A. Priority One - Recognized Faith Church Organizations**

**B. Priority Two - Outside groups having sponsorship by a Faith Immanuel Church Member.**

## 1. Weddings:

A. Fee for use of premises:

1. No charge for use of sanctuary or facilities for church members or their immediate families.
2. For others desiring to use the church sanctuary for weddings, there will be a charge of \$300 (upon showing of extraordinary circumstances, the fee for weddings may be waived by the pastor of Faith Immanuel Presbyterian Church.)
3. This fee shall not include the use of Shaffer Hall for the purposes of a wedding reception. Arrangements for wedding receptions shall be made in accordance with this policy and through the church office in accordance with Section 3 below.

B. Fees for organist and soloist:

1. Fees shall be determined according to the fee schedule of the Faith Immanuel Presbyterian Church Director of Music.
2. In the event that a couple desires outside musicians said musicians must be approved by Faith Immanuel Presbyterian Church Director of Music.

C. Sexton fee for all weddings is \$100, made payable in advance to Faith Immanuel Presbyterian Church.

D. Pastor fees for all weddings.

1. There shall be no compulsory fee for members.
2. There shall be a \$150 fee for non-members.

## 2. Funerals:

- A. There shall be no fee for facilities for either members or non-members.
- B. There shall be no honoraria from members.

3. **Fees for other usage:**
  - A. All recognized Faith Immanuel Presbyterian Church and church related groups may use any assigned room and facility without charge. Activities shall be limited to the area assigned. Use of additional rooms may result in additional charges as established by the Session.
  - B. All other groups are required to submit payment according to the following schedule:
    1. Shaffer Hall & Kitchen \$250 / 1/2 day
    2. Classrooms, Library or Board Room \$150 / 1/2 day
  - C. The above rates require clean-up by the group using the facilities.
  - D. Adjustments may be made for extended use.
  - E. Fees may be waived by the pastor with the advice and consent of the Properties Committee.
4. **The chairperson of the Properties Committee or their designee, and/or the pastor shall be responsible for the interpretation of this policy.**
5. **All groups shall be bound by the rules and regulations governing the use of church property.**