

Request for Use of Church Building - First Presbyterian Church, Newton, KS

Responsible Individual / Group: _____
Date Requested: _____ Time: _____
Request taken by: _____ Date of Session Approval: _____

Use of the following is requested:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Memorial Chapel | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Common Ground | <input type="checkbox"/> Nursery | <input type="checkbox"/> Class Rooms |
| <input type="checkbox"/> Microphone(s) | <input type="checkbox"/> Video/Projector | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Round Tables – how many? _____ | <input type="checkbox"/> Rectangular Tables – how many? _____ | |
| <input type="checkbox"/> Unlock Building (turn on lights, etc...) | <input type="checkbox"/> Lock Building (turn off <u>all</u> lights) | |

*****Kitchen*****

- | | | | | |
|--|----------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Coffee Makers | <input type="checkbox"/> Dishes | <input type="checkbox"/> Silverware | <input type="checkbox"/> Punch Bowl | <input type="checkbox"/> Snack Sets |
| <input type="checkbox"/> Goblets | <input type="checkbox"/> Glasses | <input type="checkbox"/> Pots & Pans | <input type="checkbox"/> Dish Towels | |
| <input type="checkbox"/> Tablecloths (<i>You will be responsible for laundering...the recommended procedure is on the back of this form.</i>) | | | | |

Please mark the items that apply to your function:

- Supply all refreshments (food, beverages, cream & sugar, etc...)
- Instruct janitor/church staff at least three working days prior to event if special table / seating is requested.
- Supply table coverings, napkins, plates, silverware and cups
- Request permission to set-up / rehearse / etc...ahead of time
- Request permission to move any furniture
- Replace chairs and or tables used and move to original location
- Return nursery to clean and orderly condition
- Make signs or instructions for the group
- Unlock and lock doors, turn off all lights (don't forget the bathrooms!) ***The responsible party must come to the church to learn how to unlock and lock doors.***

Suggested Donation

- Use of Building \$ _____
Janitorial Services \$ _____ (This fee is applicable when special setup is requested).
Utility Surcharge \$ _____

Person or group will be responsible to reimburse First Presbyterian Church should breakage or loss occur.

Receptions/Luncheons/Dinners (not including wedding receptions)

1-100 guests: \$50.00 for members and \$75.00 for non-members to increase \$10.00 for each additional 25 guests. In addition, the individual or group is responsible for the cost of any food or beverage. A minimum of \$9.00 per plate to be determined by chosen menu will be assessed.

Policies

- When the use of the church is requested, the church office will provide the individual or group with a copy of this policy.
- Removal of any articles from the building must have the approval of the church office and that person(s) will be asked to sign them out/in and take responsibility for said articles.
- No smoking or alcoholic beverages allowed in the First Presbyterian Church. Food and drink are allowed in the kitchen and Fellowship Hall **ONLY**.
- Due to insurance restrictions, no inflatables are allowed on church property.

The members of First Presbyterian Church are proud of our facilities and we want this arrangement to be a pleasing one for all of us and ask that you will respect our property and leave it in the best possible condition.

Signed: _____ **Date:** _____