

FIRST PRESBYTERIAN CHURCH
23 Cayuga Street, P.O. Box 383
Seneca Falls New York 13148
315-568-6636

APPLICATION FOR SHORT TERM BUILDING USAGE

Name of Organization _____

Type of Activity _____

Head of Organization _____

Address _____

Phone # _____

Name of contact person if different from above _____

Phone # _____

Anticipate Average Attendance _____

Space Requested _____

(Spaces available: Eastman Hall Lounge, Church basement, Hawley Room, Sanctuary, Kitchen etc.)

Kitchen facilities needed? Yes _____ No _____

Requested time of use:

Day(s) of Week/Month _____

Time of Day: From _____ until _____ Rehearsal Time: _____

Special arrangements? Use back of form for details of special arrangements.

Please note fee schedule on back. Please notify the Church office if any change in requested time is required. Office hours are Tuesday through Thursday from 7:30am to 12:30pm.

PLEASE NOTE

Request must be dated and signed by a person authorized to do so by the requesting organization. Filing of this request does not constitute approval. Do not send payment when filing application. Form will be returned with approval (or denial) and appropriate use fee indicated.

Date: ____/____/____

Signature: _____

Address: _____

BUILDING USE CONDITIONS AND FEE SCHEDULE
(Church Building and Eastman Hall)

- ALCOHOL IS NOT PERMITTED ON CHURCH PROPERTY.
- TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE PROPERTY. (unless by special permission)
- USE OF CHURCH OFFICE EQUIPMENT IS NOT ALLOWED WITHOUT SPECIFIC PERMISSION. A TELEPHONE IS AVAILABLE IN THE HALLWAY.
- EXCESSIVE DAMAGE TO OR OBVIOUS MISUSE OF CHURCH PROPERTY MAY RESULT IN IMMEDIATE CANCELLATION OF USE PRIVILEGES AND DENIAL OF FUTURE USE PERMISSION. RESTITUTION IS EXPECTED.
- PERSON SIGNING THIS AGREEMENT ACCEPTS RESPONSIBILITY FOR ANY DAMAGE TO CHURCH BUILDINGS, FURNITURE OR EQUIPMENT.

INDEMNIFICATION. User agrees to defend, indemnify and hold harmless The First Presbyterian Church of Seneca Falls, First Presbyterian Church Session, employees, officers, and agents from and against any and all claims, actions, suits, proceedings, liabilities, losses, demands, costs and expenses including reasonable attorneys' fees, arising out of the acts or omissions of User, its trustees, directors, officers, managers, employees, agents, contractors or invitees in connection with this agreement.

CLEANING/REPAIRS. User shall surrender the facilities to The First Presbyterian Church at the end of the usage period set forth above in the same conditions as received, reasonable wear and tear expected.

INSURANCE CERTIFICATES. Liability insurance certificates may be required to the option of the Church.

BASIC FEE SCHEDULE- Per use (May be negotiable)

Church sponsored activities _____	No Charge
Sanctuary _____	\$50.00
Non-church sponsored activities _____	\$50.00
Kitchen privileges (up to 25 people) _____	\$10.00 additional
Kitchen privileges (more than 25 people) _____	\$15.00 additional
Basic Janitorial fee _____	\$25.00 additional

Building use fee _____ Payable to: First Presbyterian Church
Janitorial fee _____ Payable to: First Presbyterian Church
Total Fees _____

Approved by: _____ Date ____/____/____
First Presbyterian Church Pastor or Officer

PLEASE DO NOT SEND MONEY UNTIL YOUR APPLICATION HAS BEEN APPROVED AND YOU RECEIVE A COPY OF THIS FORM WITH THE TOTAL AMOUNT SHOWN.