



Facility Use Application

Requester Name: _____ Request Date: _____

Phone: _____ Email: _____

Are you a member of Park Road Presbyterian Church? Yes No

Name of organization if applicable: _____

Event purpose: _____

Event Date/Time: _____

Number of People Attending: _____

Including children? Yes No If yes, age range: _____

Area(s) requested:

- Main Lobby
- Sanctuary
- Cafe Area
- Multipurpose Room
- Conference Room
- Other (specify) _____

Equipment Requested (Chairs, tables, etc.): _____

Help Needed:

- Opening & closing building
- Set up
- Clean up
- Audio-Visual Needs (projectors, slides, livestream, etc.)
- Other (specify): _____

Facility Use Fees

Building Use by Members: \$0

Building Use by Non-Members: (select all that apply)

- Sanctuary \$150
- Lobby/Cafe \$100
- All Purpose Room \$100

Sexton Fees:

Funerals

- Funeral Service only (Monday – Friday) \$100
- Funeral Service only (Weekend/Holiday) \$125
- Funeral plus Lunch/Reception in Lobby/Cafe or Multipurpose Room \$250

Weddings

- Sanctuary – Wedding Only \$175
- Sanctuary – Wedding plus Rehearsal Dinner in Lobby/Cafe \$250
- Sanctuary – Wedding plus Reception in All Purpose Room \$300

*Additional fees may apply for evening weddings and special requests.

All Other Events

- Open/Close Building \$50
- Lobby/Cafe Needs \$150
- Multipurpose Room Needs \$275

Audio-Visual Needs:

- AV Staff needed to operate slides
- Livestream service
- Help creating media (Powerpoint/video)
- Use of stage

*Fees to be discussed with Director of Worship

Pastor Fees: To be discussed with pastor/funeral home.

Total Fees: _____

All fees can be paid prior to or the day of the event. Checks for sexton fees can be made out to *Darlene Ionescu*. All other checks can be made out to *Park Road Presbyterian Church*.

Facility Use Policy

Members of the Park Road Presbyterian Church are stewards of God's House and these facilities are intended for use consistent with the church's mission and in accordance with our covenant relationship with ECO (A Covenant Order of Evangelical Presbyterians) and adherence to ECO Essential Tenets & Polity.

Priority for scheduling shall be as follows: 1) Church ministries, 2) Christian ministries the church supports, 3) Members of the church, 4) the Christian community, and 5) the Community.

Any requests for exceptions to this policy shall be presented in writing to the church office. The Board of Trustees has the final authority for determining facility use.

SCHEDULING

Use of the facility will be scheduled on a first-come-first-served basis. All scheduling must be coordinated with the church office and scheduled on the church calendar. The church staff retains the right to ask any group to move to a different location within the building or to cancel the use of the building.

GENERAL FACILITY POLICIES

General instructions

- No individual may use the church facility for a commercial business purpose.
- The church reserves the right to schedule multiple events throughout the building.
- Respect for other programs using the building and its grounds are expected.
- Use of church equipment, i.e., TV/VCR/DVD player, projectors, screens, and sound equipment; tables and chairs, is subject to availability and approval. These items may not be taken off church property.
- Use of decorations is subject to the approval of church staff.
- No alcoholic beverages or tobacco products are permitted on church property.
- Youth groups and young children must have adult supervision at all times.
- Individuals or groups are expected to remain in or near the room(s) rented.
- Groups must adhere to the time schedule in the application as custodial assignments may be based on the event.
- The church will not be held responsible for personal property left in the building.
- If there is damage to church property during an event, the person or organization using the building may be assessed damages fees.
- The church provides insurance covering property and groups under its control. All other groups will provide the church office with an indemnification agreement or certificate of insurance.

Set-up

- A discussion (meeting or phone call) with a designated church staff person should be held at least one week prior to the event to go over details and expectations.
- The set-up and arrangement of tables and other equipment are the responsibility of those using the facility.

- If the sanctuary is used, permission must be received from a church staff member before moving any fixtures or accessories.

Facility Clean-up

- Basic cleanup of the area used is required (including dish washing, decoration removal, return of all furniture and equipment to its proper place).

Fundraising Events

- Christian ministries may use our facility for fundraising purposes only if the group is a ministry which our church supports through its missions budget, or if a member of our church is involved in the ministry. The way that funds are going to be raised must be included on the application and approved by church staff.
- Community groups may not use the building for fundraising events, unless the funds raised are to support the mission and ministry of the church and/or provide an outreach to the community beyond the groups raising the funds.

Use of Church Kitchenette

- Use of the kitchenette requires an orientation and instruction session prior to use.
- Cleanup is always expected. This includes washing the dishes, clearing tables, wiping counters, etc. and sweeping the floor if necessary.

Use of Church Sanctuary

- Special permission must be received in order to use the sanctuary.

Indemnification Agreement

Park Road Presbyterian Church (PRPC) does hereby permit the User to use the requested facilities and furnishings as specified in the attached Facilities Use Application, of which this Indemnification Agreement, the Terms of Use and Facilities Use Checklist are integral components.

The undersigned Responsible Person agrees that User will care for PRPC facilities and furnishings during the period of use, to maintain the premises, furniture and equipment contained therein in as good a condition as found, that all use of the facilities and furnishings by User will be supervised and will ensure that all persons admitted to the premises on behalf of User will use PRPC facilities and furnishings in a manner consistent with all of the Terms of Use attached hereto and made a part hereof.

The User expressly agrees to indemnify, to defend, and hold harmless PRPC and any other person, firm, or corporation acting by, through, or on behalf of PRPC, for, from, and against any and all loss, claims, expenses (including attorney's fees) damages and liability (including statutory liability and liability under workers compensation laws) in connection with any claims, judgments, damages, penalties, fines, liabilities, losses, suits or proceedings of any kind arising in any way from User's use of PRPC facilities and furnishings.

Signature (Responsible Person)

Date