

Rules for the Use of the Facilities of First Presbyterian Church-Florence

1. Forty-five (45) days prior to the event, the request form will be completed and returned to the administrative assistant at the church. This request will be acted upon by the Stewardship Committee. In the instance of first-time users, the Stewardship Committee shall recommend approval to the Session at its next stated meeting. In the instance of repeat users, approval will be given by action of the Stewardship Committee.
2. When your request is approved, a \$250.00 security deposit (of which all but a \$50.00 custodial fee will be returned as per #3 below) must be received in the church office within five business days in order to hold your reservation. In addition to the security deposit, the following fees apply and must be received by the church office within two (2) weeks of the event:

Use of Fellowship Hall with the kitchen	\$600
Use of Fellowship Hall without the kitchen	\$300
Use of the Sanctuary	\$200
Use of the Library or a Classroom	\$50
Sanctuary Guild Member (if necessary)	\$50

These fees cover upkeep, utilities and janitorial service. The church-provided janitorial service is mandatory. In the event that the kitchen is used, this janitorial service will clean all dishes and utensils; be in charge of the proper use of kitchen equipment; and properly dispose of all garbage during and following the event. If an event is scheduled after regular church office hours, a member of the church must be present to assist the group, set the alarm and lock up after your event.

3. After the completion of your event, the area will be inspected to determine if it was left as it was found; if so, the security deposit, less the \$50.00 custodial fee, will be returned via check within 5 business days. Otherwise, these funds will be used to cover the costs of extraordinary cleaning and you will be notified within five business days of that determination.
4. Smoking and the use of alcoholic beverages are not allowed anywhere on church property.
5. If use of the Nursery is requested, the church nursery worker must be hired. No other persons may supervise children in the church nursery. The fee is \$20.00 per hour.
6. No decorations may be removed or placed on any surface in any room without prior permission.
7. If you need the PA system for your event, contact the administrative assistant no later than three days before your event in order to have it set up in a timely manner.
8. When using the Fellowship Hall, the area of the ground floor where the restrooms are located is the only floor available to you for your event. Other floors are protected with an alarm system. If this system is set off during your event due to your negligence, your security deposit will be used to cover the costs of police answering a false alarm.
9. The Stewardship Committee and/or the Session may elect, at their sole discretion, to waive any or all of the fees and deposits outlined above on a case-by-case basis.

I have read these rules governing the use of the facilities of First Presbyterian Church- Florence, AL and agree to be responsible for seeing that they are fulfilled.

(Signed)

(Date)

(Print name, Phone #, and Address)

(Date of Building Use)

(form revised 2017)

**Request and Reservation Form
Use of the Facilities of
First Presbyterian Church – Florence**

Name of organization: _____

Responsible contact person: _____
Name Address Phone Number

Nature of function: _____

Room(s) requested _____ Will you need Nursery services? ___yes___no

Date of function: _____ time(s): _____

Number of people expected: _____ # tables needed: _____ # chairs needed: _____

Refreshments served? _____ meal served? _____

Will refreshments or meals be prepared in the church kitchen? _____

Will an admission fee be charged for your event? _____

For what will these proceeds go? _____

Will the room(s) be needed in advance for set-up? _____

If so, at what time and date? _____

Time your function will end and the building vacated: _____

I/We _____ (name printed) agree to hold harmless, First Presbyterian Church-Florence (the "Church") and its members in the event of an accident, injury, or loss associated with the above function. It is understood that the Church accepts no liability for any type injury sustained during approved activities.

Signed: _____ Date: _____

For Office Use

Date Request Received: _____ Date Request Approved: _____

Approved By: _____ Deposit and/or Fees Waived? _____

Deposit Received: _____ Fees Received: _____

Church Calendar Posted for the Event: _____
(Person) (Date)

Deposit Returned? _____ If Not, Reason(s) Why: _____

Check Number: _____ Date Mailed or Picked Up: _____