

FAITH PRESBYTERIAN CHURCH

APPLICATION FOR OCCASIONAL/ONE-TIME USE OF FACILITIES

Date of Application _____

INTERNAL USE ONLY		
Approval Date _____		
FPC UFC ____	OR	Session ____

Individual or Group (non-profit and non-political) Contact Information:

Group Name (if applicable): _____

Name: _____

Address: _____

Phone (Home): _____ (Business): _____

Email: _____

REQUEST:

Date of use: _____ Time Period: _____

Alternate Date of Use: _____

Type of Function (purpose of use): _____

Use of (areas of the building/grounds):

- Sanctuary
- Parlor/classroom
- Fellowship Hall with use of coffeemaker, sink, refrigerator, microwave only
- Fellowship Hall with full use of kitchen (coffeemaker, sink, refrigerator, microwave, range, dishwasher, convection oven)
- FPC Grounds

Usage Requirements and Expectations:

1. A group provides a Certificate of Insurance, which evidences liability insurance coverage in the amount of no less than \$500,000 bodily injury, and property damage limit in the amount of no less than \$500,000 or, alternatively, no less than \$1,000,000 of bodily injury and property damage if liability is combined under a single limit. In addition, Faith Presbyterian Church shall be named as an "additional insured" and the evidence of insurance shall stipulate no less than a 30-day notice of cancellation when renting the facilities.
2. An individual is not required to provide evidence of liability insurance. User and all participants shall be required to sign an activity "Hold Harmless Agreement". If the participants are minors, the User will obtain the signature of at least one parent or legal guardian per each minor participating in the activity on the "Hold Harmless Agreement." Personal contact shall be made by the Facilities Use Committee in order to discern benefits and risks according to the Guidelines for Facilities Use Committee Responsibilities.

- 3. Background Clearance forms are provided (if applicable).
- 4. No security deposit is required. The application, signed by the individual or organization, specifies that the individual or organization is responsible for damages.
- 5. Every group is responsible for setting up their own event and then leaving the space as they found it, (returning it to the normative set-up for the regularly scheduled church functions), unless other arrangements are made.
- 6. **User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.**

Signature of Applicant: _____ **Date:** _____

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INTERNAL USE ONLY

Documents received:

Date:

- Application _____
- Certificate of Liability Insurance for group _____
- Session-approved waiver for Certificate of Insurance _____
- Child Abuse Clearance forms (if applicable) _____
 - a. PA State Police Criminal Record Check
 - b. PA Child Abuse History Clearance Form

Fee received: _____ **Date:** _____

Approval Notification sent Date _____

FPC FUC Representative: _____

Signature of FPC FUC Rep: _____

Remarks:

Key given to: _____ **Date:** _____

Key returned to _____ **Date:** _____

Attachments:

- 1. **Hospitality & Housekeeping guidelines (revision dated 4/09/2013)**
- 2. **Facility Emergency/Safety Information**
- 3. **Hold Harmless Agreement (if applicable)**
- 4. **Chart of the "Normative Setup" for area used**