

**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:**

- |   |       |
|---|-------|
| <input type="checkbox"/> Application  | _____ |
| <input type="checkbox"/> Certificate of Liability Insurance for group         | _____ |
| <input type="checkbox"/> Session-approved waiver for Certificate of Insurance | _____ |
| <input type="checkbox"/> 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 10/20/2020)
2. Hold Harmless Agreement (if applicable)
- 3.