

Facility Use Request

Please Print; Use reverse as needed

1. Date of Application _____.

2. Applicant.

Name of group's representative _____.

Phone number _____.

Email address _____.

Name of Organization/Function/Activity _____.

3. Space(s) Requested.

	Sanctuary		Bruner Hall		Kitchen
	Classroom(s) No. ____		Westminster Hall		Conference Rm.
	Memorial Garden		Swenson House		

4. Date(s) & Times of Activities _____.

5. Additional Date(s) & Times of Setup & Takedown _____.

6. Description of Activities Planned.

7. Numbers and Ages of People Attending _____.

8. Describe the Services to the Community that your organization would provide (N/A members).

9. Date for meeting with the Facilities Use Board and Orientation Tour. Name, phone #, email of person(s) who will meet the Facilities Use Board (if different from applicant).

Revised May, 2013

Daily Fee Schedule for Non-FPC-Sponsored Events

Facilities Usage Fees (Fees for a non-FPC-sponsored event may be waived or reduced by Session if the function is church mission-related)

Applicant Category

<u>Facility</u>	<u>*Member-sponsored</u>	<u>Non-member</u>
Sanctuary	\$150	\$250
Bruner Hall	\$200	\$250
Kitchen	\$100	\$250
Classrooms	\$25 each	\$50 each
Westminster Hall	\$75	\$150
Conference Room	\$25	\$50
Memorial Garden	\$75	\$150
Kitchen Monitor (\$25/hour)		
Sound Technician (\$25/hour)		

Cancellation fee of 15%. Additional \$50 if usage extends past allotted time.

Facilities Damage Deposit (Required of all non-FPC-sponsored events; all or some of the deposit is refundable depending on facility condition after the event)

Applicant Category

<u>Facility</u>	<u>*Member-sponsored</u>	<u>Non-member</u>
Sanctuary	\$75	\$100
Bruner Hall	\$100	\$150
Sound Equipment	\$250	\$250
Kitchen	\$100	\$200
Classrooms	\$25 each	\$50 each
Westminster Hall	\$25	\$100
Conference Room	\$15	\$50
Memorial Garden	\$15	\$100

* Member-sponsored: An FPC member will attend the event who assumes responsibility for occupants' behavior and ensures no facilities damage occurs and proper cleanup is completed

Contract for all Non-FPC-Sponsored Events

1. User _____ (name of individual or group) is approved by FUB for _____ (room or rooms) on _____ (date or dates & times).

2. I (group representative) _____ on behalf of (group or organization) _____ have read the Building Use Policy and agree to abide by all of its requirements.

3. Receipt:

Received _____ (\$ amount of facilities usage fee) and _____ (\$ amount of refundable damage deposit) on _____ (date) by First Presbyterian Church of Logan.

4. I understand that the Facilities Usage fees are non-refundable and the Damage Deposit is refundable after any relevant damages or cleaning fees have been deducted.

_____ (signature of group representative)

5. FUB approval on _____ (date) by

_____ (signature of FUB representative)