

REQUEST TO USE CHURCH PROPERTY

First Presbyterian Church
2900 5th St S, Moorhead, MN 56560

Church Office: 218-233-1192
admin@firstpresmhd.org

Your individual/group/organization name: _____

Date and time requested for use of church facilities:

Day and Date: _____

From: _____ to _____

How many people in your group? _____

Reason for use: _____

If key is issued, to whom: _____ (If key is issued, a minimum deposit of \$50 is required, refundable upon return of key.)

Please check which of the following area(s) of the church you would like to use:

Sanctuary Fellowship Hall
 Kitchen Library/lounge
 Nursery Classrooms—which one(s)? _____

Please check which of the following equipment you would like to use:

Coffee pots Oven Piano Microphone Chalkboards
 TV/VCR Screen Slide projector Overhead projector
 Tables: # needed, round or rectangular, chairs per table, etc. _____

Additional Comments: _____

This request for use of the church building must be approved by the Pastor. Upon approval the Office Administrator will place the event on the church calendar. Policies and fees for use of the church building, property and equipment are printed on page 93 of the Church Handbook and are printed on the reverse of this form. Questions about the policies may be directed to the Office Administrator.

Please read reverse side for fees and policies governing use of building. Complete both sides, sign, and date before submitting along with payment for fees. In the event that this request is not approved, payment will be promptly returned to the applicant.

BASIC POLICIES GOVERNING USE OF BUILDING

The church building, property, and equipment will be used to support the mission of the church. All special events using the church building, property, and equipment must be approved by the Pastor.

All users of the church building should familiarize themselves with the "General Building Care Policy," available from the church office. If the church office is closed, a contact person's phone number will be provided if questions arise while you are here.

Please note: All children in attendance at your event must be under the direct supervision of adults (18 years of age or older.) At all times, there must be at least one adult in the room in which childcare is being provided.

Fees for Use of Building and Property: There will be a minimum cost reimbursement. The standard building use fee is \$50 per day for approved non-profit organizations, \$100 for all others. Use of the church for an hour and a half or more constitutes the charge for a day. (Members of First Presbyterian Church who reserve the building will be charged \$25 per day upon approval.) Fees for weddings are listed below. Individuals or groups will be billed for any damage, breakage, or loss that occurs while they are using any church facilities or equipment. Payment for fees will be due at the church office when the request form is turned in.

I/We agree to abide by the policies and fees described above:

Signature: _____ **Address:** _____
Name: _____
Date signed: _____ **Phone:** _____
Email: _____

I am a member of First Presbyterian Church of Moorhead

Yes No

This organization is an established not-for-profit

Yes No N/A

Building Use Fee Per Day: \$50 (non-profits), \$100 (others), honorarium for members only: \$25 (suggested)

Weddings: Please Note Seating Capacity: Sanctuary – 270, Fellowship Hall – 150

Cost for wedding, including rehearsal: (building use) Sanctuary	Non-members	Members
Custodian	\$275	\$125
(bulletin, license filing, keys) Secretary	\$50	\$50
Organist	\$25	\$25
Pastor	\$150	\$150
TOTAL:	\$650	\$500
(optional use) Fellowship Hall	\$250	\$100

Total estimated for event \$ _____

Approval--must be signed by the Pastor:

Pastor's Signature: _____ Date signed: _____

Approval and fee information communicated to Individual/Organization: _____

(Date) (Initials)