

REQUEST TO USE CHURCH PROPERTY

First Presbyterian Church
2900 So. 5th St.
Moorhead, MN 56560

Church Office: 218-233-1192

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: _____ Which key? _____
(If key is issued, a minimum deposit of \$25 is required, refundable upon return of key.)

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Library/lounge | <input type="checkbox"/> Classrooms—which one(s)? _____ |

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

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Coffee pots | <input type="checkbox"/> Chalkboards | <input type="checkbox"/> Overhead projector |
| <input type="checkbox"/> Oven | <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Tables, # needed _____ |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Screen | |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Slide projector | |

This request for use of the church building must be approved by the Building and Grounds Committee Moderator. On approval the Church Secretary 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 should be photocopied on the reverse of this request form before distributing. Questions about the policies may be directed to the Building and Grounds Committee Moderator.

**Building and Grounds
Committee Moderator**

Frank Kratky

Church Office

218-233-1192

Please see reverse side for fees and policies governing use of building.

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 Building and Grounds Committee.

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. This standard building use fee is \$50 per day for non-profit organizations approved by Buildings and Grounds, \$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 of Buildings & Grounds.) 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

Approval--must be signed by the Building & Grounds Committee Moderator:

Signature: _____ Date signed: _____

Building Use Fee Per Day: \$50 \$100 Honorarium for members only: \$25 (suggested)

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

Cost for wedding, including rehearsal:

		<u>Non-members</u>	<u>Members</u>
(includes charges for custodian, office, organist, and Pastor)	Sanctuary	\$650	\$500
(optional use)	Fellowship Hall	\$250	\$100

Total Estimated for event \$ _____

Approval and fee information communicated to Individual/Organization: _____
(Date) (Initials)

*Revised March 26, 2004
Revised November 2010
Revised August 2013
Revised June 2017*