

FIRST PRESBYTERIAN CHURCH
Greenwood, Mississippi

Application For Use of Church Facilities

1. Name of User / Organization: _____
 2. Responsible Party: _____ Telephone: _____
 3. Address: _____
 4. Date of Use: _____ Hours of Use: _____
 5. Church Facility To Be Used: (Check all that apply)
 - a) Sanctuary
 - b) Shuler Hall
 - c) Educational Building
 - d) Parish Building
 - e) Other _____
 6. Type of Activity: (Be Specific) _____
 7. Number of participants expected: _____
 8. Equipment needed: _____
 9. Will tickets be sold or admission charged for this event? _____ Yes _____ No
- If yes, please explain: _____
- _____

The undersigned applicant agrees that the foregoing information is true and complete, agrees to notify the church of any changes, and agrees to abide by the guidelines set forth on the reverse side.

Applicant: _____ Date: _____

Application Endorsed By: _____ Date: _____

* Cleared on Master Calendar: _____

* Fees Due: \$ _____ Fees Paid: \$ _____ Date: _____

* Comments _____

Application Approved: _____ Not Approved: _____

By: _____ Date: _____

Please Take Notice:

1. It is the responsibility of the Session of First Presbyterian Church to provide for the management of the church's property, including the determination of the appropriate use of the church buildings and facilities.
2. Ordinarily a request for the use of any facility must be approved in advance by the Session. The Session meets on the third Monday of each month. The Session retains the right to refuse the use of the facilities or to cancel use previously approved should parties be found not in compliance with these provisions.
3. The church's Office Manager, in conversation with appropriate church staff and the chairman of the Buildings & Grounds Committee, may authorize and approve the use of church facilities in situations where approval is needed prior to a Session Meeting.
4. NO alcoholic beverages of any kind will be allowed on the premises and the "No Smoking" in church buildings policy will be observed.
5. No property of First Presbyterian Church is to be removed from the premises without the authorization of the Buildings & Grounds Committee.
6. No modifications will be made to any building or equipment. No signs or decorations are to be fixed to the walls or attached to the stage curtain. Only specially designed removable tape may be used on walls or floors. All tape must be carefully removed following the event.
7. All public advertising of an event or activity, using this church's facilities, shall be approved in advance by the Session.
8. Individuals and organizations using the church's facilities are expected to supply the labor to set up their rooms and to leave the facilities and furnishings in the same condition and arrangement in which they were found.
9. Fees:
\$15.00 - Church member's birthday party (15 persons or less) - Shuler Hall only
\$25.00 - Church member's birthday party (more than 15 persons) - Shuler Hall only
\$25.00 - Church member's "Youth Dance" - Shuler Hall only

In addition to the above fees, a \$50.00 minimum fee for final cleaning will be charged (up to 3 hours); \$15 per hour thereafter.

Ordinarily non-profit organizations are not charged a fee for use of the facilities.

Profit making organizations will need to present their requests to the Buildings & Grounds Committee, which in turn will make a recommendation to the Session for approval.

Any cost for damages to the premises, equipment or furnishings will be assumed by the user/organization. Amount of such damages to be solely determined by the church.

10. First Presbyterian Church is not responsible for the actions of any person or group using its facilities and any person or group using these facilities releases First Presbyterian Church and its agents and employees from any and all liability and hereby agrees to indemnify First Presbyterian Church from any losses or damages it might suffer as a result of the rental and use of the church facilities by the undersigned.
11. The written words of this document constitute the totality of the agreement between the parties. Any oral conversations not documented in this agreement do not form any part of this agreement.