

First Presbyterian Church General Building Use Form

Organization or Individual requesting facility: _____

Address: _____ Phone _____

City, St Zip: _____ Email _____

Activity/Event: _____ Contact Person: _____

Date(s) facilities are requested: _____ Start / End Time of Event _____

Rooms/Areas that will be used: (Checklist is posted in each room for set-up directions). **(Time In and Time Out of Areas (Including Set-Up/Take Down))**

1.	_____	IN	_____	OUT	_____
2.	_____	IN	_____	OUT	_____
3.	_____	IN	_____	OUT	_____
4.	_____	IN	_____	OUT	_____

NOTE: (Only those rooms listed above may be used)

Equipment (Including Technology) desired: _____ Estimated number of people attending activity/event: _____

If Needed: Person Setting Up: _____ Person Taking Down _____

Decorating YES/NO Decorating Proposed: _____

Please note:

- All children under the age of 18 must be supervised by an adult at all times.
- Food and beverages are only allowed in the Fellowship Hall and Kitchen area.
- Building check list must be filled out and returned into the Secretary's mailbox after each use.

My signature indicates that I have received a copy of the Building Use Policy regarding the use of the above requested area and I agree to abide by them. I agree that the church is not responsible for any injuries or illnesses incurred while on church premises. I agree that the group I represent will be responsible for any damages to the building or loss of its contents.

Signature of Responsible Individual	Fees Section: (To be filled out by Secretary)	Date	Amount
Return to: First Presbyterian Church Secretary's Office PO Box 837 306 Norway Ave. Foley, MN 56329 (320) 968-7928	Damage Deposit to be returned after event	_____	_____
	(Subject to Inspection):		
	Non-Refundable Rental Fee (If Applicable):	_____	_____
	Total Cost:	_____	_____
		Total Potential Refund:	_____

*** Emergency Contact – Pastor Brock - (828-593-1734)**

Category of Reservation/Rental:

Member \$ 50 Damage deposit for building use
 (\$50 refund subject to final inspection)
 *** Rental Fee: Members do not pay a rental fee for any part of the church. (Free Will Donations Gratefully Accepted).
(Please see Building Use Policy for set-up and clean-up responsibilities)

Non-Members \$100 Damage deposit for building use (\$100 refund subject to final inspection)
 \$200 Non-Refundable Sanctuary Rental Fee
 \$100 Non-Refundable Fellowship Hall and Kitchen Rental Fee
(Please see Building Use Policy for set-up and clean-up responsibilities)

Non-Profit Groups \$ 50 Damage deposit for building use (\$50 refund subject to final inspection)
 *** Rental Fee: Non-Profits do not pay a rental fee for any part of the church. (Free Will Donations Gratefully Accepted)
(Please see Building Use Policy for set-up and clean-up responsibilities)

Profit Making Groups \$100 Damage deposit for building use (\$100 refund subject to final inspection).
 \$200 Non-Refundable Sanctuary Rental Fee
 \$100 Non-Refundable Fellowship Hall and Kitchen Rental Fee
(Please see Building Use Policy for set-up and clean-up responsibilities)