

First United Presbyterian Church Building & Facilities Use Request

Request Date(s) for Use (MM/DD/YY): _____

Description of Function or Event: _____

First United Presbyterian Church (FUPC) events (weddings, funerals, religious services) shall have priority to all other events and activities. FUPC shall be held harmless for such schedule changes.

FUPC Sponsored Event Non-FUPC Sponsored Event

I have read and agree to terms outlined in the Buildings and Facilities Use Policy and the Building and Facilities Fee Schedule. Non-FUPC sponsored events organizers further agree to the conditionally refundable \$100.00 Security Deposit. (Please write a separate check for security deposit to help expedite refunds, as appropriate, at the end of the event.) Initial here to signify agreement _____.

Contact Person/Responsible Party: _____

Phone: _____ E-mail: _____

Group/Organization: _____ # Attending: _____

Room(s) Requesting: _____

Begin Time: _____ AM PM End Time: _____ AM PM

Entrance Doors

- Webster Ave/Main Entrance Office Entrance
- West K-Lounge Entrance South/Center K-Lounge Entrance

Typically, doors are set to unlock 30 minutes before the event and to lock midway through the event. This ensures late arrivals can enter and the building is secure while event is in progress. Participants can always exit no matter how doors are set. Policy states outside doors may NOT be propped open.

Program door(s) to open at _____ and lock (from outside) at _____

Return Completed Form to Church Office.

Request must be reviewed by Buildings & Grounds and/or Session for approval. You will be notified within 14 days.

Assistance with set up is available if needed. Please provide a detailed description/sketch as appropriate. See Buildings and Facilities Use Fee Schedule for current rates. Long term rentals and leases are approved under a separate contract/agreement.

Office Use: Current Certificate of Insurance on file Add to calendar
 Copy to B&G Doors-Door Group_____