

Facility Use Request (FUR) – For long-term recurring events

Group/Person requesting event: _____

Is group/person profit or non-profit? _____

Requestor contact person: _____

Requestor contact phone: _____ Email: _____

FaithPC contact person (required): _____

FaithPC contact phone: _____ Email: _____

Description of event: _____

Effective start date _____ End date _____ Day(s) of week _____

Start time (w/setup) _____ End time (w/breakdown & cleanup) _____

Requested Space: Sanctuary ____ FH ____ Parlor ____ Kitchen ____ Other _____

Maximum number of attendees: ____adults ____youth under 18 ____children 4 and under

- Church emergencies (funerals or other unforeseen events) take precedence over all events, including this one, and may result in an interruption of this agreement.
- If either Requestor or FaithPC contact person changes, this agreement must be updated.
- There is a non-refundable utility/cleaning/admin fee of \$100 PER building used.
- There is a refundable security deposit of \$200 due with application.
- **A mutually agreed usage fee of _____ shall be due and payable on the first of each month in advance.**
- **You and your group are responsible for leaving the premises in the same shape as you found them. Trash including any used diapers must be bagged and taken to the dumpster; countertops and tables wiped down; tables & chairs returned to their original places, etc. Any cleaning charges required after your event will be charged against your deposit.**
- Keys must be returned to the office in order for any deposit monies to be returned.
- Children under 18 ***must be*** supervised by **at least 2 adults** at all times without exception. Children may **not** be left alone on any part of the church premises, including the playground.
- **You and your group are solely responsible for any damage done to church property**, and agree to indemnify and hold harmless FPC for the negligence or other injurious conduct of said persons.

“I HAVE READ AND AGREE TO THE ABOVE POINTS. I WILL INFORM MY GROUP OF THESE RULES AND WE WILL ABIDE BY THEM.”

Requestor Name _____ Signature _____ Date _____

Address _____ City, State, Zip _____

Phone #1 _____ Phone #2 _____ Email _____

FaithPC Representative Name _____ Signature _____ Date _____