

Facility Use Request & Agreement (FURA) - Short-term 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: _____

Date of event (prefer at least 30 days from today's date): _____ Repeat? _____

Day(s) of the week: _____ Start time (w/setup): _____ End time (w/breakdown & clean up): _____

Recurrence start date: _____ Recurrence frequency: _____ Recurrence end date: _____

Requested Space: Sanctuary ___ FH ___ Parlor ___ Nursery ___ Kitchen ___ Other _____

Maximum number of attendees: adults ___ youth under 18 ___ children under 5 (capacity 8) ___

- Church emergencies (funerals or other unforeseen events) take precedence over all events, including this one, and may result in a revocation of this agreement.
If either Requestor or FaithPC contact person changes, this agreement must be updated.
There is a requested donation per building used:
Sanctuary or Fellowship Hall: \$50 for up to a half-day (4 hr or less), or \$100/day for over 4 hr, including setup & cleanup time.
Nursery building: \$75 for any part of a day.
Parlor or Den: \$50 for any part of a day.
There is a refundable security deposit of \$200 due with application.
There is a \$100 non-refundable, utility/cleaning/admin fee PER building used.
Despite cleaning fee, you & 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 responsible for any negligence of attendees to your event.
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 for billing City, State, Zip

Phone #1 Phone #2 Email

FaithPC Representative Name Signature Date