



First Presbyterian Church (FPC)
 950 West State Street
 Boise, Idaho 83702
 (208) 345-3441
 info@fpcboise.org
 fpcboise.org

FPC serves as your host and we are pleased to share our facilities with the community.

Building Use Request

Please fill out this form as completely as possible so your needs can be accurately assessed.

Request No.	Date of Request
I n f o	Name
	Organization
	Address
	Phone
	Email

E v e n t N e e d s	Event Name								
	Event Description								
	Set-up Time Needed	Rehearsal Dates	Call Time	End Time	Event Dates	Call Time	Start Time	End Time	
	Tear-down Time Needed								
	Number of performing members & staff attending: _____		Quantity of chairs needed on stage for performance: _____		Cello Chairs: _____		Stools: _____		Tables: _____
Estimated audience members attending: _____		Is anyone from FPC involved in the event? <input type="checkbox"/> Yes—Name: _____							
Equipment Needs <input type="checkbox"/> Piano <input type="checkbox"/> Organ <input type="checkbox"/> Music Stands—Qty: _____ <input type="checkbox"/> Mics—Qty: _____									
A/V Services <input type="checkbox"/> In-House Sound <input type="checkbox"/> Audio Recording <input type="checkbox"/> Video Recording <input type="checkbox"/> Video Streaming									
Admission Needs <input type="checkbox"/> Tables—Qty: _____ <input type="checkbox"/> Chairs—Qty: _____ <input type="checkbox"/> Electrical Power <input type="checkbox"/> Internet Access									
Intermission/ Reception Needs <input type="checkbox"/> Food & drink will be served <input type="checkbox"/> Tables—Qty: _____ Note: No alcohol is allowed on the premises and smoking is not allowed anywhere on church grounds.									

Other Needs

Please give us a call at (208) 345-3441 if you have any questions about completing this form.

Building Use Request

Please read carefully.

Our expectations

1. We expect that considerate care will be given to the facility, furnishings, and equipment. Our church warrants the same or greater respect than our homes.
2. We expect that furnishings will be left as is—please don't move any furnishings—many of our treasures are literally several hundred years old.
3. Reservation is restricted to approved areas **only**. Please do not use other areas. We are a busy, multi-use church and other areas are held by reservations as well.
4. No alcohol is allowed on the premises and smoking is not allowed anywhere on church grounds.
5. We expect that rooms will be returned to as good or better condition than they were found.
6. Users will adhere to health, fire, and safety standards.
7. Fees come due at the completion of your event.

What the user can expect

1. Facility will be consistent with health, fire, and safety standards.
2. Your reserved space will be clean and setup as per your request.
3. Confirmation of your reservation will be given prior to your event. Church groups and individuals have priority for reservations **prior** to your confirmation. The church reserves the right to cancel and/or accommodate alternate space.
4. Any unclaimed items and/or materials left behind more than two days following the event will be disposed of.
5. A review of the reserved space will occur following the event. Any security violations, damage due to negligence or damage beyond normal expected wear and tear will be charged to the user.
6. The pastoral staff of FPC reserves the option to extend a welcome at the commencement of your event.

Please Note:

FPC does not promise to promote, market, or advertise your event. Promotion of your event is completely your responsibility.

FPC will not be actively involved in admissions, taking tickets, collecting or holding funds collected for admission, or monitoring attendees of your event. You will need to staff your event appropriately in order to accommodate these tasks.

FPC reserves the right to deny use of any and all parts of our facility to any persons, group, or organization that does not align with our core values and belief statements.

Hold Harmless/Waiver Of Damages

In consideration of the church granting the permission requested herein, Permittee agrees to indemnify and hold Church and its officers, agents and the employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related hereto.

Permittee acknowledges that it will use Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake or other acts of God.

I have read and agree to adhere to the church regulations and policies found on this form. I am authorized on behalf of the group or organization requesting room reservation.

Signature	Title
	Date