

Building Request Form—External

First Presbyterian Church is committed to building faith-filled relationships
with God, each other and the world.

It is the policy of First Presbyterian Church to make our facility available for use consistent to the church's vision of:

- *Capitalizing on the uniqueness and opportunities of being a downtown church;
- *Providing an environment in which all participants know they are valued and cared for;
- *Becoming a beacon for Christ within the community and the world.

THERE WILL BE A CHARGE FOR THE EVENT, WITH ADDITIONAL CHARGES APPLIED FOR
custodial services outside of scheduled times, kitchen use, and sound system technician

First Presbyterian Church

950 W. State St., Boise, ID 83702

208-345-3441

208-345-9088 FAX

scott@fpchoise.org

General Information

Name and address: _____

Daytime phone: _____ FAX # _____

Email address: _____

Church Group or Organization _____

Purpose of function _____

Date of event _____ How many people are expected? _____

Time of event (including set-up and clean-up) From _____ To _____

Desired room (if known) _____

Is the room OK as it is? Yes ____ No ____ (please note changes or attach drawing of desired set up)

Additional needs for the event: (check all that apply)

Sound (fees will automatically be charged for Sanctuary events) _____

Podium _____ Kitchen use _____

Parking _____

(additional parking can be purchased from, Republic Parking, 338-1074)

TV/DVD/VCR/Overhead/Large Screen Projection/Other _____

(all audio visual presentation materials must be approved by FPC Session)

NOTES:

- Please do not advertise your event prior to approval of this request.
- A copy of Certificate of Insurance is required with this request
- The certificate of insurance must identify First Presbyterian Church as named insured

Is this a public event? _____

(all public events and free will offerings must be approved by FPC Session)

Will there be a charge for the event? _____ How much per person? _____

Will there be a free-will offering? _____

Purpose of free will offering? _____

What type of promotion are you using (flyers, radio, TV spots, newspaper, etc.) ? _____

Is there someone from First Presbyterian Church involved in the event? _____

CONTINUED ON BACK

OFFICE USE ONLY: Room(s): _____ Use Fee: _____
Date and time of room(s) usage: _____
Date Confirmation Sent: _____ Fee Due Date: _____
Facilities/Session Approval: _____ Contact Person notified of DENIED REQUEST _____ (date)
Reason: _____

Signature of this form serves as a binding agreement to honor and adhere to the church use expectations.

Please read carefully and include signature with reservation request.

Our Expectations

1. We hold an expectation of considerate care be given to the facility, furnishings and equipment. Our church warrants the same or greater consideration than our homes.
2. We hold an expectation 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 area(s) 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 **no smoking** is allowed on church grounds or in the building.
5. Rooms will be returned to as good or better condition than they were found. You are responsible to assure the reserved room or area is secured, lights off, windows locked and building secured after **10:00 p.m.**
6. Fees must be paid in advance of use. Cancellations made after confirmation will result in a forfeiture of deposit/fee.
7. Users will adhere to health, fire and safety standards.

What the user can expect.

1. Facility use will be consistent with health, fire and safety standards.
2. Your reserved space will be clean and setup as per your approved request.
3. Confirmation of your reservation will be given prior to your event. The church reserves the right to cancel and/or accommodate alternate space. Church groups and individuals have priority for reservation *prior to confirmation*.
4. Any unclaimed items and/or materials left behind more than 2 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. **NOTE: THE PASTORAL STAFF OF FPC RESEARVES THE OPTION TO EXTEND A WELCOME AT THE COMMENCEMENT OF YOUR EVENT.** A staff member will be in touch with you regarding this welcome.

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 of Applicant: _____ Title: _____ Date: _____