

# Internal Building Request Form

(for which a church member is the responsible party)

## A. INFORMATION

1. Today's Date: \_\_\_\_\_
2. Your Name: \_\_\_\_\_
3. Contact Phone Number (for questions): \_\_\_\_\_
4. If the reservation is not during normal business hours, who will be responsible for opening and closing the building?
  - a. Name: \_\_\_\_\_
  - b. Email: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Purpose of Function: \_\_\_\_\_
6. Approx. how many people are expected? [10 or less] [11-20] [21-50] [50-100] [101-200]

**If your event is cancelled, or rescheduled you are responsible for contacting Duncan 345-3441 (x110) or Scott (x114) with the updated information.**

7. Date(s) of room reservation: \_\_\_\_\_
8. Event Time(s): \_\_\_\_\_
9. Desired room (if known): \_\_\_\_\_

## B. SET UP

1. Do you need any of the following:
  - i. Childcare
  - ii. Audio-Visual Equipment  Audio-Visual Person
  - iii. Sound Equipment  Sound Person
  - iv. Additional Parking – if “yes” – How many spaces? \_\_\_\_\_
2. **READ & INITIAL:** If you require FPC facilities assistance to set up or equip the room, you are required to confirm your set-up one business day in advance. (ex. If event is on Sunday, confirmation must be made by Friday) If no confirmation is received, we will assume that no set-up is necessary. **Initial** \_\_\_\_\_

## C. CONTRIBUTIONS

1. Is this a public event?            YES    NO    If, “YES,” describe how the event will be promoted. \_\_\_\_\_  
\_\_\_\_\_
2. Will there be a charge for the event?    YES    NO    If, “yes,” list amount and describe. \_\_\_\_\_  
\_\_\_\_\_

**D. Signature of Applicant:** \_\_\_\_\_

(By signing this document, I acknowledge that I have read and agree to the statement on the back side of this page.)

**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.