



FIRST PRESBYTERIAN CHURCH

Request for Use of Church Facilities & Property

OFFICE USE — RECEIVED

Date: _____

By: _____

Please read **Policy Memorandum #2** (the church's facility-use policy and fee schedule) before completing this form. Please print clearly and complete every section that applies to your request.

A Request Details**DATE OF REQUEST****FACILITY / PROPERTY REQUESTED****PERIOD OF TIME REQUESTED****SPACE NEEDED (BE SPECIFIC)**

REQUEST FREQUENCY— Check One ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually

B Purpose of Use**DESCRIBE THE PURPOSE OF USE**

Tell us what the space will be used for and any details our staff should know when preparing the facility.

C Liability Insurance — COPY OF LIABILITY INSURANCE PROVIDED? ☐ Yes ☐ No

D Clean-Up Responsibility — Check A or B

☐ **A** — User/organization is responsible for cleaning up the area used.

Failure to do so will result in a \$150.00 cleaning service fee (non-refundable), which must be paid before the facility may be used again.

☐ **B** — User/organization requests the church cleaning service to clean up the facility after use — cleaning fee of \$150.00.

RESPONSIBLE PARTY (PRINT & SIGN)**CONTACT NUMBER**

Please note: First Presbyterian Church is not responsible for any materials stored on the property.

INITIAL TO AGREE TO STATEMENT ABOVE

E Building Closing Checklist

Two (2) copies are provided on this page – complete one, leave it in the building as instructed by your Ministry Leader, and keep the other for your records.

BUILDING CLOSING CHECKLIST (LEAVE IN BUILDING)

The Property Committee cares about the efficient use and security of our facilities. Please complete this checklist each time your group uses the building.

- ☐ Clean up the area you used.
- ☐ Empty coffee pots and store next to the machine (don't store on the kitchen sink).
- ☐ Turn off bathroom lights, hallway, and back of stage.
- ☐ Reset air/heat if you adjusted it.
- ☐ Check all doors to make sure they are locked and shut properly.

Report any problems that need attention:

I assure the closing check was performed:

SIGNATURE

DATE

& cut along this line &

BUILDING CLOSING CHECKLIST (YOUR COPY)

The Property Committee cares about the efficient use and security of our facilities. Please complete this checklist each time your group uses the building.

- ☐ Clean up the area you used.
- ☐ Empty coffee pots and store next to the machine (don't store on the kitchen sink).
- ☐ Turn off bathroom lights, hallway, and back of stage.
- ☐ Reset air/heat if you adjusted it.
- ☐ Check all doors to make sure they are locked and shut properly.

Report any problems that need attention:

I assure the closing check was performed:

SIGNATURE

DATE

F Key Holder Agreement

Complete this section only if a key to the church building is being issued for this request. Please sign and return this statement to the **Church Office**: First Presbyterian Church, 134 Beal Pkwy SW, Fort Walton Beach, FL 32548.

I acknowledge receipt of a key to First Presbyterian Church and understand the following conditions go with the responsibility of being a key holder:

1. The key is **NOT** to be duplicated.
2. The key is **NOT** to be loaned to anyone else.
3. The key is to be turned back in to the church office at the end of my term as Committee Chair or other leadership position.
4. When leaving the building, I will check the door originally unlocked and ALL other doors to that building to make sure they are locked and fully closed. *(Some doors are difficult to close, so all must be checked.)*
5. My group will exit the church by 9:30 PM. An additional security check is arranged at this time; if your group cannot comply with this time limit, please contact the church office.

Failure to abide by these rules will result in extra fees and/or surrender of key.

DESIGNATED KEY**BUILDING****PRINTED NAME****GROUP REPRESENTED / LEADERSHIP POSITION****DAYTIME CONTACT****NIGHT CONTACT****SIGNATURE****DATE****F Office Use Only****KEY RETURN RECORD**

KEY RETURNED	SIGNATURE	DATE