

First Presbyterian Church

REQUEST FOR USE OF CHURCH FACILITY

650 2nd Ave N, Fargo, ND 58102 · Phone (701) 293-6311 · Fax (701)293-9067

Name of Group/Organization/Individual: _____

Day/Date of Request: _____

Frequency Requested: (circle one) one-time Weekly Monthly Other _____

Purpose of use: _____

Number of People attending: _____

- | | | |
|--|---|---|
| Room(s) Requested: | <input type="checkbox"/> Classrooms (2nd Floor) | <input type="checkbox"/> Office Conference Room |
| <input type="checkbox"/> Sanctuary | # needed _____ | <input type="checkbox"/> Choir Room |
| <input type="checkbox"/> Gathering Space | <input type="checkbox"/> Jennie Roberts Kitchen | <input type="checkbox"/> Library |
| <input type="checkbox"/> Jennie Roberts Room | <input type="checkbox"/> Social Hall Kitchen | <input type="checkbox"/> Meeting Room 1 |
| <input type="checkbox"/> Social Hall | <input type="checkbox"/> Meeting Rooms 2 & 3 | <input type="checkbox"/> Youth Rooms |
| <input type="checkbox"/> Nursery Complex | | |
| Equipment Requests: | <input type="checkbox"/> VCR | <input type="checkbox"/> Oven |
| <input type="checkbox"/> TV | <input type="checkbox"/> Microphone/PA | <input type="checkbox"/> Coffee system |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Slide projector | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Refridgerator | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Chairs # _____ | |
| <input type="checkbox"/> Tables # _____ | <input type="checkbox"/> DVD player | |

I/We agree to abide by the policies printed on the reverse side of this request form.

Signature: _____ Date: _____

Name (print): _____

Address: _____

Phone: (w) _____ (H) _____ (C) _____

Email address: _____

***** Please return completed forms to the receptionist in the church office for approval*****

(Internal Use Only)

- | | |
|--|---|
| <input type="checkbox"/> Room (s) available | <input type="checkbox"/> Facility Manager Informed |
| <input type="checkbox"/> Equipment available | <input type="checkbox"/> Session approval, if needed: Date: _____ |

Church Property Use Approval (Pastor/Business Manager/Authorized Staff/Buildings & Grounds Chair)

Signature: _____ Date: _____

First Presbyterian Church - Fargo, North Dakota
Policies Governing Church Facilities Use by Outside Groups
Approved by Session August 25, 2003

1. The First Presbyterian Church of Fargo, ND (herein referred to as “the church”) will receive requests for use of church facilities by organizations or individuals whose purpose and activities support the mission and vision of the church. In keeping with the mission and vision, the church reserves the right to require proof of non-profit status.
2. The Pastor, Associate Pastor, Business Manager, or the Buildings & Grounds Committee Chair may approve use of church facilities. Ordinarily the Business Manager must be consulted prior to all approvals. Requests for recurring and long-term use of church facilities in excess of one time will be determined on a case-by-case basis and must be approved by Session.
3. The church will grant permission for the use of specific rooms, equipment and areas of the church building and grounds for a specified period of time. These permissions must be honored. All recurring and long-term use approvals are effective for a period not to exceed one year. At the user’s request the church will review the continued use of church facilities and resubmit the request to Session for approval as needed.
4. The possession and/or consumption of alcoholic beverages on the church building and grounds is strictly forbidden. Smoking is prohibited in the church building.
5. All children in attendance at any approved church facilities youth activity/event must be under the direct supervision of adults.
6. Arrangements must be made in advance to confirm custodial services. Support will be available for set-up of tables, chairs, and other equipment as requested and approved.
7. Prior written permission by the Director of Music and/or the Assistant Director of Music/Organist is required for use of the organ, pianos or other musical instruments. Ordinarily the Business Manager will be responsible to coordinate this approval.
8. Prior written permission is required for use of the church’s TV/VCR’s, DVD players, projectors, and other audio/visual equipment, tablecloths, china and silver.
9. Users of church facilities are responsible to leave the specific areas, rooms and equipment approved for use in clean condition, including placement of all garbage in appropriate receptacles and clean up of any major spills.
10. There is no required fee for one-time use of church facilities. Donations are always accepted and appreciated. The church reserves the right to assess fees for recurring and long-term use and to cover the costs of damages and/or custodial services which may be required.
11. These policies do not apply to weddings or funerals, for which separate policies exist.