

**First Presbyterian Church of Petaluma**  
939 B Street, Petaluma, CA 94952, 762-8269  
**Facility Use Request/Permit**

Person/group requesting use: \_\_\_\_\_ Church sponsored program/event \_\_\_yes \_\_\_no  
Activity/event name: \_\_\_\_\_ Community use \_\_\_yes \_\_\_no  
First Presbyterian Church member? \_\_\_yes \_\_\_no Individual use \_\_\_yes \_\_\_no  
Community users - name of organization: \_\_\_\_\_  
Non-profit organization: \_\_\_yes \_\_\_no (501C non-profit tax form must be on file with us)  
Estimated number of attendees: \_\_\_Adults \_\_\_Youth  
Frequency of use: \_\_\_Once only \_\_\_Other \_\_\_\_\_  
Date(s) of use: \_\_\_\_\_  
Activity/event begins: \_\_\_\_\_am/pm (include setup). Activity ends: \_\_\_\_\_am/pm (include cleanup).  
Building/rooms requested: \_\_\_\_\_  
Sanctuary, Christian Ed, Koinonia Hall, Kitchen, Fireside Rm, Courtyard, Discovery Room, Bathrooms.  
Any special requirements (i.e. chairs, tables, piano, audio/sound): \_\_\_\_\_  
\_\_\_\_\_  
Name of person in charge (print): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**General rules**

1. The "Facility Use Request" form must be filled out and signed. Written proof of insurance coverage must be turned into the office at least two weeks prior to the date of use.
2. All use fee deposits and cleaning deposits must be paid prior to the first usage.
3. No smoking in Church buildings.
4. No alcoholic beverages are allowed unless insurance coverage is in place.
5. Room(s)/buildings(s) to be left neat and clean, and all garbage must be taken to the dumpster.
6. Food must not be left in the refrigerators.
7. Prior permission is needed before the fireplace can be used.
8. All windows and doors shall be left closed and locked.
9. Bathrooms are to left neat; lights should be turned off; and the doors locked.
10. This permit is issued in accordance with the First Presbyterian Church Facility Use Policy established by Session on January 20, 2011.

**Proof of insurance**

All outside groups or individuals using our facilities are required to provide evidence of liability insurance in the amount of \$1,000,000. A certificate of insurance naming the First Presbyterian Church, Petaluma as an additional insured and specifying the activity date and the location shall be provided to the church office at least two weeks prior to the scheduled usage.

The undersigned is authorized to sign this agreement on behalf of the user organization or individual user and agrees to all of the above.

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

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***Church use only***

Approved by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

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**CHURCH OFFICE USE ONLY**

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DATE / CALENDAR CHECK \_\_\_\_\_

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

**Church Sponsored Event** Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, list the Commission, committee or group responsible for the event) \_\_\_\_\_

Name of Person Supervising the Event \_\_\_\_\_

**Non Church Sponsored Event**

Insurance Form In: Yes \_\_\_\_\_ No \_\_\_\_\_

Use Fee Wavied \_\_\_\_\_

Use Fee / Cleaning Deposit ( Circle one or both) - \$ \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_

Balance of Use Fee - \$ \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_

Wedding Coordinator Required Yes \_\_\_\_\_

Music Instrument Use Yes \_\_\_\_\_

Facility Supervisor Required Yes \_\_\_\_\_

Are Keys Required Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the keys \_\_\_\_\_

Approved by Office Manager / Pastor \_\_\_\_\_

Facilities Elder (If required) \_\_\_\_\_

Music Dept (If required) \_\_\_\_\_

CONFIRMATION DATE \_\_\_\_\_