

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)/building(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: _____

Church use only

Approved by: _____ Position: _____ Date: _____

CHURCH OFFICE USE ONLY

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 _____