



# APPLICATION FOR USE OF CHURCH FACILITIES

## First Presbyterian Church

1100 Carter Creek Pkwy | Bryan, TX 77802 | EMAIL: office@fpcbryan.org

**Please return completed form to the church office at least six (\*6) weeks in advance of date of event OR your desired initial date of publicity.**

ROOM / SPACE	MEMBER FEES	NON-MEMBER FEES	AMOUNT
<input type="checkbox"/> Sanctuary	\$350.00	\$600.00	_____
<input type="checkbox"/> Carter Creek Foyer only	\$300.00	\$500.00	_____
<input type="checkbox"/> Fellowship Hall only	\$400.00	\$700.00	_____
<input type="checkbox"/> Fellowship Hall and Kitchen (member only)	\$500.00	N/A	_____
<input type="checkbox"/> Carter Creek Foyer and Kitchen (member only)	\$400.00	N/A	_____
<input type="checkbox"/> Carter Creek Foyer, Fellowship Hall, Kitchen (member only)	\$550.00	N/A	_____
<input type="checkbox"/> Classroom (name or #) _____	\$ 100.00	\$150.00	_____
<input type="checkbox"/> Library	N/A	N/A	_____
<input type="checkbox"/> Parlor, Patio, and/or Kitchenette	N/A		_____
<input type="checkbox"/> Church Representative (reqd.)			_____
<input type="checkbox"/> Set-up (If yes, add'l fee at \$25 per hour may be req'd.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
<input type="checkbox"/> Additional personnel for events over 100 (\$25/hr).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
<b>TOTAL</b>			_____

**\* Facilities Use Fee based on 1/2 day (4 consecutive hrs); 50% of the full fee must accompany the application. Application will be processed upon receipt of 50% deposit.**

Equipment needed:  TV/VCR/DVD     Overhead Projector     Sound System  
 Piano     Organ     Other \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Certificate of liability insurance Yes \_\_\_\_\_ No \_\_\_\_\_

Event being held \_\_\_\_\_

Remarks \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_ Date Requested \_\_\_\_\_ Total Time \_\_\_\_\_

Set-up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date Submitted \_\_\_\_\_

The group or individual using the facility is responsible for set up (unless otherwise arranged), clean up, and return to normal set up of the facility. (See "Kitchen Cleaning Checklist" on reverse side.)

**FOR OFFICE USE ONLY** (enter dates)

Calendar cleared by Staff \_\_\_\_\_ Applicant notified \_\_\_\_\_

Site Staff Supervisor \_\_\_\_\_ Added to Calendar \_\_\_\_\_

App'd by Property \_\_\_\_\_ App'd by Session (if applicable) \_\_\_\_\_

Rev. March 2017

**INDEMNITY:** For and in consideration of the use of the facilities of First Presbyterian Church of Bryan, Texas, applicant, its/their/his/her members, agents, and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless First Presbyterian Church of Bryan, Texas, its members, congregation, elders, trustees, employees and agents from any and all liabilities, including all losses, damages, claims, demands, causes of action or judgments, costs or expenses (including any and all attorney's fees), of every nature for injuries to persons, properties, or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of First Presbyterian Church of Bryan, Texas.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_



### **BEFORE YOU LEAVE . . . KITCHEN CLEANING CHECKLIST**

1. **Properly clean with disinfectant solution all counter tops.**
2. **CLEAN and put away all dishes.**
3. **Turn off dishwasher and clean out basket trap.**
4. **Put away and store properly all food.**

*NOTE TO SPECIAL GROUPS USING KITCHEN:  
Destroy or remove all perishable leftover foods.*

5. **Clean stove after each use.**
  - a. Clean burners.
  - b. Pull out stove tray and clean.
  - c. Wipe up any oven spills.
6. **Sweep floor of storage closet and lock doors.**

*NOTE: Kitchen mop and bucket are stored in the alcove with the ice machine behind the kitchen.*

7. **Sweep & mop kitchen floors.**
8. **Return toxic cleaning supplies to safe storage area.**
9. **Empty trash cans and take out to dumpster.**
10. **Take wet/dirty towels to laundry room.**
11. **Turn off lights.**
12. **Make sure storage closet is locked.**

***Thank you for your cooperation!***