

First Presbyterian Church
939 B Street
Petaluma, CA. 94952
762 - 8269

FACILITY USE REQUEST

Date of Request _____

Person/Group Requesting Use. _____ Church Sponsored Program /Event _____

Activity / Event Name _____ Community Use _____

First Presbyterian Church Member? Yes _____ No _____ Individual Use _____

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 _____

Found of Use Once only _____ Other _____

Date of Use _____

Activity/Event Begins _____ am/pm (include setup) Activity/Event Ends _____ am/pm (include cleanup)

Building / Room(s) Requested _____

Sanctuary , Christian Ed. , Koinonia Hall, Kitchen , Fireside Room, Courtyard, Discovery Room, Bathrooms
Any Special Requirements (ie:chairs,tables, piano,audio/sound) _____

Name of the Person in Charge (print) _____

Address _____ Phone Number _____

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 fees deposits and cleaning deposits must be paid prior to the first usage.
3. No smoking in the Church buildings.
4. No alcoholic beverages are allowed.
5. Room(s)/Building (s) to be left neat and clean, and all garbage should taken to the dumpster.
6. Prior permission is needed before fireplace can be used.
7. All windows and doors shall be left closed and locked.
8. Bathrooms are to be left neat ; the lights should be turned off and the doors locked.

PROOF OF INSURANCE

All outside groups or individuals using our facilities shall be 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 provide to the church office at least two weeks prior to 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 _____

(See Back- For Church Office Use Only)