

Applicant Name _____

Meeting Date _____

CHURCH USAGE FEES

Conference Room only available for meetings relating to the church
(i.e. officers' meetings, church women's meetings, adult classes, etc.)

Church / Worship activities will be given preference over any other activity.

Exceptions to any of these church usage regulations must receive special permission from the Session

CHURCH MEMBERS & IMMEDIATE FAMILY

- Any room without food No Charge
- Centennial Hall with food \$50.00 refundable deposit

CHURCH MEMBER IN ORGANIZATION

- Sanctuary/Chapel No Charge
- Centennial Hall (without food) \$50
- Centennial Hall (with food) \$100 + \$100 refundable deposit
- Other Rooms (Library, classroom, etc) \$10

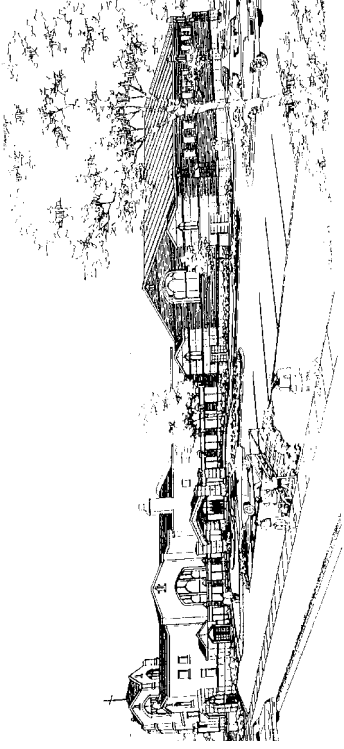
NON-CHURCH MEMBERS

- Sanctuary \$250 + \$200 refundable deposit
- Chapel \$100 + \$100 refundable deposit
- Centennial Hall (without food) \$150 + \$200 refundable deposit
- Centennial Hall (with food) \$200 + \$200 refundable deposit
- Other Rooms (Scout room, classroom, etc.) \$10

To be completed by Trustees / Office

Approved by Trustees on _____ by _____
 Refundable Deposit: \$ _____ Fees: \$ _____
 Total Amount Due (including refundable deposit): \$ _____
 Refund Released: _____ Refund Returned: _____

*Application
for
Use of Church Facilities*



*First Presbyterian Church
111 S. Oak St
P.O. Box 29
Sapulpa, Oklahoma 74067*

Phone (918) 224-1022

Fax (918) 224-9402

church email: fpcsapulpa@tulsacoxmail.com

office manager email: debbie.pope@tulsacoxmail.com

Please PRINT and complete BOTH sides of form and return.

Date of Request: _____
Applicant/Responsible Party/Organization _____
Address: _____

Home Phone: _____ Work Phone: _____

Are you a member of First Presbyterian Church? _____ Yes _____ No

Are any members of your organization members of First Presbyterian?
_____ Yes _____ No If yes, please list name(s) _____

Date(s) of Meeting(s): _____ Time: _____ # Expected _____
Set up date if needed: _____ Time: _____

Area(s) of church to be used (see back of form for fees):
_____ Sanctuary _____ Chapel
_____ Centennial Hall _____ Scout Room
_____ Kitchen _____ Library
_____ Other _____

Brief Description of Activities _____

Special Set Up Needed:
Tables (how many) _____ Chairs (how many) _____
Head Table? _____ Podium? _____ Microphone/Sound System? _____
Special Comments/ Set up requirements: _____

CHURCH USAGE POLICY

We are pleased that you are considering First Presbyterian Church of Sapulpa for your meeting place. The following is an explanation of the availability and usage guidelines. **Please initial beside each item as proof that you have read these policies.**

- 1. Smoking or alcoholic beverages are not permitted on the premises.
- 2. **It is the responsibility of the requesting party to clean up following their activity including the taking out of all trash. Failure to do so could result in forfeiture of deposit.**
- 3. Areas of the Church can be requested for one (1) day and subsequent days on the application.
- 4. The church cannot sponsor advertisements or the distribution of materials to promote meetings.
- 5. Special permission will be required for "profit" activities.
- 6. Children must be under adult supervision at all times, and a nursery will not be provided.
- 7. The requesting party will be personally responsible for the conduct of the group and for any damages which may occur to the Church or its property. Further, the requesting party will agree to hold harmless the Church and its staff for any personal injury or property damage. Further, the requesting party will bear the risk of loss of their property used at the facility or any lost profit.

Please return this form to the Church office at least thirty (30) days before the scheduled event for approval by our Board of Trustees. As soon as the Trustees approve your request a copy of this contract will be returned to you. Upon receipt of the returned contract, please turn in all checks for fees and deposits within fifteen (15) days prior to the scheduled date. Failure to return this form with fees and deposits at least fifteen (15) days prior to the event will be cause for cancellation of your request. Your signature below is an acknowledgment of full responsibility for the use of these facilities in the manner set forth by this contract.

Applicant's Signature

Date