

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

*Application  
for  
Use of Church Facilities*



*First Presbyterian Church  
Located at: 111 S. Oak St  
Mailing address: PO Box 29  
Sapulpa, Oklahoma 74067*

**To be completed by Trustees / Office**

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

Phone (918) 224-1022

Fax (918) 224-9402

church email: [fpcsapulpa@tulsacoxmail.com](mailto:fpcsapulpa@tulsacoxmail.com)

FPC Secretary email: [carol.dunham@tulsacoxmail.com](mailto:carol.dunham@tulsacoxmail.com)

Please PRINT and complete BOTH sides of form and return.

Date of Request: \_\_\_\_\_

Applicant/Responsible Party/Organization \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

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