

# First Presbyterian Church

203 Hawkins Avenue

Sanford, NC 27330

Phone- (919) 775-5216 Fax- (919) 775-4465

## Church Property Use Request Form

Submit to Church Office

This form is to request the use the church's facilities. If you would like your activity to be considered as a community outreach mission of the church or congregational membership function rather than a rental, please check the appropriate circle:  Outreach Mission  Congregational Function  Worship Service  
These activities, if approved, will not be charged a rental fee.

Name of Event: \_\_\_\_\_

Organization Name, Group Name, or Personal Name: \_\_\_\_\_

Non-Profit Organization? \_\_\_\_\_ Member of First Presbyterian Church? \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_ Number of Chairs Needed: \_\_\_\_\_

I have read and agree to the rental policies. Amount submitted with application \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature of Renter Date

Date Received by church office w/ deposit

\_\_\_\_\_  
Church Approval Signature

Date Session Approval Date

**Approved by Session July 12, 2020**

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## Rental Fees

\_\_\_ McIver Fellowship Hall (3 hours) \$200 \_\_\_ Additional hours \$60/hr \_\_\_

\_\_\_ McIver Kitchen to cater (no cooking) \$100 \_\_\_

\_\_\_ Mike & Mary Harper Youth Center (3 hours) \$350 \_\_\_

Additional hours \$175/hr \_\_\_

\_\_\_ Harper Kitchen to cater (no cooking) \$200 \_\_\_

\_\_\_ Session Room (25 People) (3 hours) \$150 \_\_\_

\_\_\_ Other \_\_\_\_\_ Fee \_\_\_

\_\_\_ Tables (with 8 chairs each) set up and take down (optional) \$7 per set # \_\_\_

\_\_\_ Tables (with no chairs) set up and take down (optional) \$3 per table # \_\_\_

\_\_\_ Chairs (no table) set up and take down (optional) \$0.50 per chair # \_\_\_

\_\_\_ Linen (optional) All Categories- \$2 per tablecloth# \_\_\_

\_\_\_ Security (**required**) \$10 plus \$12 per hour. Hours \_\_\_ x \$12.00 = \_\_\_

+ \$10.00 = \_\_\_

\_\_\_ \*Refundable Security Deposit \$250 \_\_\_ \*Security Deposit **required**  
with application

*These church facilities are for us to use and enjoy. It is everyone's responsibility to ensure that they are used and maintained properly. Our sole purpose is to glorify God. We trust God's spirit to lead and nurture us in all our community and congregational endeavors.*

*Lessee will assume responsibility for any damages that may be incurred.*

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## Weddings

If your rental is for a wedding, please complete the following:

Bride's Full Name \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Wedding Date \_\_\_\_\_ Hour \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Hour \_\_\_\_\_

Sanctuary \_\_\_\_ or Chapel \_\_\_\_

Reception at the Church? \_\_\_\_ Yes \_\_\_\_ No

If yes, then Harper Center \_\_\_\_ or McIver Fellowship Hall \_\_\_\_

Minister(s) conducting service \_\_\_\_\_

Organist \_\_\_\_\_

Soloist \_\_\_\_\_

Florist \_\_\_\_\_

Photographer \_\_\_\_\_

Caterer \_\_\_\_\_

Other \_\_\_\_\_

Is the Bride or Groom a member of First Presbyterian Church? \_\_\_\_ Yes \_\_\_\_ No

If no, is the Bride or Groom a child or grandchild of a member? \_\_\_\_ Yes \_\_\_\_ No

If yes, name of member and relationship \_\_\_\_\_

\_\_\_\_ Wedding use of Sanctuary and Parlor \$400 non-members \_\_\_\_\_

\_\_\_\_ Wedding Use of Sanctuary & Parlor- No charge for members

\_\_\_\_ Wedding use of Chapel and Parlor \$200 non-members \_\_\_\_\_

\_\_\_\_ Wedding use of Chapel and Parlor- No charge for members

\_\_\_\_ Other \_\_\_\_\_ Fee \_\_\_\_\_

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## **Rental Rules**

Smoking, alcoholic beverages, illegal weapons, or illegal substances are not permitted on or in church property at any time.

There shall not be any changes in the electrical wiring, lighting equipment, or public address system, nor shall stage equipment be changed or removed without the written permission of the church staff.

There shall be no nails, tacks, tape adhesives, or any other defacing device used on the floors, walls, or ceilings of the church facilities.

No facility use by group or individual shall exceed 11:00 PM without prior approval.

Church-owned equipment and furnishings such as tables and chairs shall not be removed from the church property. Any furniture moved to accommodate your rental should be returned to its original location before you leave.

All activities and functions should be of acceptable Christian morals and values.

All events with food must be catered. Caterers shall provide their own plates and serving utensils.

All rentals must be approved by the Session. It may take up to 30 days or longer to secure appropriate approval. The Session reserves the right to cancel any agreement more than 60 days before the rental.

The facility is available for the day of rental only. Set-up time for any event needs to be arranged with the Church office 7 days prior to the event.

All information on the Rental Application must be complete and truthful; otherwise the Session may cancel the rental without notice.

The refundable deposit is due with the application. The rental fee is due no later than 30 days before the rental date.

All food, trash, decorations, and any other items should be removed at the end of your rental. The areas should be clean and all furnishings returned to their original locations. Lights should be turned off before leaving.

Tables and chairs will be set up and taken down for you for a fee. Renters are not allowed to set up and take down the tables and chairs without permission of the church.

Cancellations more than 30 days before the rental date will receive a 50% refund on the security deposit. Cancellations 30 days or less before the rental date will receive a 50% refund on the deposit and the rental fee.

Refunds of the Security Deposit are dependent on no damage to the property during the rental, and the church being left clean with furniture in original location and condition.

**Approved by Session July 12, 2020**