

CHURCH USAGE REQUEST AND RENTAL AGREEMENT - Congregational Members or Friends
FIRST PRESBYTERIAN CHURCH – 300 East Main Street, Batavia, NY 14020 Phone: (585) 343-0505 Fax: (585) 343-0209

APPLICANT: _____

Date(s) Requested _____

Congregation Member/Friend: YES or NO

Hours: _____ to _____

Telephone: _____

Type of Activity: _____

E-mail _____

FACILITIES REQUESTED

___ Fellowship Hall ___ Memorial Parlor

___ Chapel ___ Sanctuary

___ Basement Rooms

___ Upstairs Rooms

___ Kitchen

Number of persons _____

***Please note that the floors in the Fellowship Hall have recently been restored. All chairs, tables or other furniture should be lifted to be moved rather than being dragged. Also, please do not tape, staple, tack or otherwise adhere anything to the walls or floors. **Please initial here** _____

Will you need to use:

**Building supervisor fee _____

___ Ovens/Ranges ** may require building supervisor

Payable to: _____

___ Coffee Maker, Refrigerator

___ Dishes, eating utensils, pans

___ Dishwasher **may require building supervisor

___ Audio equipment needs (A fee may apply)

[No children under age 8 allowed in kitchen]

Thank you for requesting use of our church facility for your activity. I agree to pay the fees indicated and understand that I am liable for and will reimburse the church for any damage to the facility or property such as tables, chairs, chinaware, etc. I agree to hold the First Presbyterian Church harmless in case of an unforeseen accident while using the church premises and understand that any accidents (health or otherwise) will be reported to church officials within 24 hours. I agree to leave the premises in their original condition.

Applicant Signature

Date

Approved by: _____
Church Building Usage Trustee

Date of Approval

FOR CHURCH USE ONLY

Church will be opened by _____

Church will be closed by _____

Building supervisor is _____

Building Supervisor fee received _____