

CHURCH USAGE REQUEST AND RENTAL AGREEMENT - Nonprofit Groups

FIRST PRESBYTERIAN CHURCH – 300 East Main Street, Batavia, NY 14020 Phone: (585) 343-0505 Fax: (585) 343-0209

APPLICANT: _____

Date(s) Requested _____

Contact Person: _____

Hours: _____ to _____

Telephone: _____

Type of Activity: _____

E-mail _____

FACILITIES REQUESTED

Fellowship Hall Memorial Parlor

Chapel Sanctuary

Kitchen

Number of persons _____

Does your group have liability insurance? YES or NO

If yes, proof of insurance is required prior to approval of events. Please provide a certificate of insurance listing First Presbyterian Church as the certificate holder and as an additional insured. **Please initial here** _____

Will you need to use:

Ovens/Ranges

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.

Coffee Maker, Refrigerator

Please initial here _____

Dishes, eating utensils, pans

Dishwasher

Usage fee _____

Audio equipment needs (Extra fee may apply)

Payable to: First Presbyterian Church

[No children under age 8 allowed in kitchen]

**Building supervisor fee _____

Payable to: _____

Thank you for requesting use of our church facility for your activity. Your signature indicates that you are an authorized representative of _____. _____ agrees to pay the fees indicated and understands that it is liable for and will reimburse the church for any damage to the facility or property such as tables, chairs, chinaware, etc. _____ agrees to hold the First Presbyterian Church harmless in case of an unforeseen accident while using the church premises and understands that any accidents (health or otherwise) will be reported to church officials within 24 hours. _____ has stated that they have liability insurance and that prior to the usage date, it will supply the First Presbyterian Church with a certificate of insurance listing the First Presbyterian Church as the certificate holder and as an additional insured.

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 _____

Church usage fee received _____ proof of insurance received _____

FEE SCHEDULE - For Nonprofit Community Groups

(rates are for four hours or less. Additional hours will be prorated accordingly)

Number of people	Fellowship Hall (capacity – 200)	Kitchen	Parlor (capacity – 20)	Chapel (capacity – 55)	Sanctuary* (capacity – 500)	Building Supervisor Fee
Up to 50	\$50	\$40	\$50	\$50	\$50	\$30 for the first two hours, \$15 for each additional hour
51-100	\$80	\$60	N/A	\$50	\$100	
101-150	\$125	\$80	N/A	N/A	\$150	
Over 150	\$200	\$100	N/A	N/A	\$200	

In some cases, a security deposit maybe requested

* Use of the Sanctuary for weddings requires a different request form. Please contact the church office.