

Application For Use Of Facilities

First Presbyterian Church, 17 Park Street Canton NY 13617
(315) 386-2570 Office@ChurchOnThePark.org www.ChurchOnThePark.org

It is assumed that in making this application the Policy On Use of Facilities has been read and accepted.

Name of Organization or Individual: _____

Address: _____

Phone: _____ Email: _____

Category Of Use: Non-Profit Group - OR - For Profit Group/Individual

Intended Use: _____

Facilities Desired:

- Fellowship Hall Church School Room Conference Room
- Kitchen Sanctuary Park Nursery

Date(s) Desired: _____

Length Of Use: Hour Half Day Full Day

Time(s) Desired: _____

How Many Persons Anticipated: _____

Not For Profit Activities Fees

Fellowship Hall

Hour \$5 1/2 Day \$15 Full Day \$25

Conference Room

Hour \$5 1/2 Day \$10 Full Day \$15

Kitchen

Hour \$5 1/2 Day \$15 Full Day \$25

Church School Room - Donation Appreciated

Nursery - Donation Appreciated

Sanctuary

Hour \$15 1/2 Day \$75 Full Day \$100

Park Use Is Free

For Profit Activities Fees

Fellowship Hall

Hour \$25 1/2 Day \$50 Full Day \$90

Conference Room

Hour \$15 1/2 Day \$40 Full Day \$70

Kitchen

Hour \$25 1/2 Day \$50 Full Day \$90

Church School Room

Hour \$10 1/2 Day \$25 Full Day \$40

Nursery - \$40

Sanctuary - For Non-Profit Use Only

Park Use Is Free - For Non-Profit Use Only

Fees: Facilities are provided for a nominal charge to offset expenses. Payment is expected upon use. Normal fees apply and are expected unless waiver is requested and granted. Additional fees will be charged for long-term use, and determined on a case by case basis. **From November 1 through April 1 a fuel charge of 20% will be added. For use of the kitchen to prepare meals, an additional charge of \$20 will apply to cover the cost of kitchen materials.**

Fee \$ _____ Fuel Charge of 20% Meal Preparation (add \$20) Total \$ _____

If you are requesting a fee waiver, please explain: _____

It this application is approved, it is agreed that the organization and its officers accept full responsibility for any damage to the building, grounds, equipment and appurtenances, which may result from their use of the premises, either intentional or otherwise, and shall at their own expense return said damaged property to its original condition to the satisfaction of the Church. Use of facilities by church groups shall take priority over use by other groups or organizations. Signatory is liable and responsible for action of group or organization requesting use of church facilities.

Signed: _____ Date: _____

Print Signature: _____

Approved By: _____ Date: _____

Policy On Use of Facilities

First Presbyterian Church, 17 Park Street Canton NY 13617
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The Buildings and Equipment of the First Presbyterian Church of Canton were constructed and are provided primarily for functions and related activities of the Church, including church sponsored groups. Use of the Facilities is under the control of the Session and priority is given to the church functions and activities. No smoking is allowed anywhere in the buildings.

Section I - Use By Church Groups

1. Scheduling is coordinated through the master calendar maintained by the church office and it is expected that all groups will notify the office of any anticipated use or change in use of the facilities (cancellation for example).
2. Church groups are expected to assume the same responsibilities for proper use of the facilities as are required of outside groups.

Section II - Use By Outside Groups

Since the church has responsibilities to the community, certain of its facilities may be used by approved non-profit and for profit groups and individuals subject to the conditions set forth below.

1. Applications for use of facilities is made through the church office. Approval of the Facilities Committee and/or Pastor is required.
2. The buildings will not be available on the day or night of a major church function.
3. Use of the buildings for commercial sales ventures will not be authorized.
4. Groups may request use of the facilities on a continuing basis. Such permission is subject to preemption by a church group upon three (3) weeks notice and is subject to revocation for improper use of the facilities.
5. Permission is granted for use of specified room(s) and does not extend to the use of any other facilities except restrooms.
6. The following check list will serve as a guide to reasonable use of the buildings and it is the responsibility of the person in charge to see that it is adhered to.
 - A. Smoking and the use of alcoholic beverages are prohibited.
 - B. Energy use is to be kept to a reasonable minimum; thermostats are absolutely not to be adjusted.
 - C. Only those rooms specified in the application are to be entered.
 - D. No materials or supplies not belonging to the group are to be used.
 - E. Breakage of damage to property is to be reported as soon as possible to the church office and arrangements made for repair or replacement.
7. Since the church is not a profit making organization outside groups shall be expected to contribute toward minimal maintenance. Arrangements for sustained use of the facilities will be addressed on a case by case basis. Upon recommendation of the Facilities Committee these contributions may be lowered or waived for groups with severely limited resources. From November 1 to April 1 a fuel charge of 20% will be added to the building use fees.
8. Use of the Kitchen *to prepare meals* will include a \$20 fee for kitchen materials.
9. Tables are the only equipment to be loaned to outside groups. Tables are not to be removed from the building. A deposit of \$20.00 is to be left within the church office when borrowed. A minimum donation of \$1.00 per day is expected and repair and replacement of any broken equipment will be required.

Section III - Use Of The Sanctuary

1. Use of the sanctuary is intended to serve the needs of the congregation of the First Presbyterian Church of Canton for worship services and congregational meetings, for weddings and funerals of congregational members and their families and for any other use the Session may deem proper.
2. Upon application the Session may permit the Sanctuary to be used for weddings of persons outside the congregation. Such use is subject to the following conditions:
 - A. Separate reimbursement of the organist (\$150 minimum), is to be made directly to the organist.
 - B. Application is to be made at least one month in advance.
 - C. Smoking or the use of alcoholic beverages anywhere in the building is strictly forbidden.
 - D. Throwing of confetti or rice inside the building is prohibited.
 - E. Use of photographic flashes during the wedding ceremony is prohibited, unless prior approval is granted by the Pastor.
 - F. Use of any part of the buildings other than the sanctuary is governed by Section II above.
3. Application for any other use of the Sanctuary must have the recommendation of the Facilities Committee & approval of Session.

Section IV - Lock Up Procedures After use of Church Facilities

A Closing Fee of \$10 will be charged if these Lock Up Procedures are not completed.

- A. Windows are closed, lights turned off, no water running & all exterior doors locked.
- B. Furnishings are returned to their proper places as found, tables are cleaned, trash picked up & removed from premises.
- C. Set the dead bolt at the Foyer Entrance (double doors, center entrance) AND lock the rear door.
- D. The last person is to leave by the side door at the west end of the building (near Park Street) or the rear of the Foyer.
- E. Verify door closes tightly behind you; door is already locked at this location.
- F. If you cancel your event/use, you **MUST** contact the church office in a timely fashion so we may secure the building, & if necessary, lower the heat settings. Failure to do so will result in a \$10 Closing Fee in addition to building fees.