

Application for use of Building
First Presbyterian Church
136 Capitol Ave. Hartford, CT 06106
fpchartfordct@sbcglobal.net
860 246-2224

Group/organization making request _____

Name of person responsible for the event _____

Position with organization _____

Address _____

City, State, ZIP _____

Phone _____ Nature or purpose of requesting organization

Date(s) requested _____ Anticipated number of attendees _____

Meeting time – Begin _____ End _____

Space Needed _____

Room set up instructions

Signature of Applicant _____

I certify that the above information is truthful, and agree to abide by the policies of First Presbyterian in regard to use of the building. (see opposite side of page)

Building use must be scheduled at least one week in advance and fees paid no later than 48 hours prior to the event. A portion of the payment may be retained if an event is cancelled with less than 48 hours notice.

For office use

Approved by _____ date _____

Charge \$ _____

Date paid _____ Received by _____

Building Use Policy Summary

It is the policy of First Presbyterian Church to make the building available to arts groups and community groups whose purpose and activities are consistent with the Church's interest in meeting human needs, in the self development of people, and in justice and community building. Groups that advocate violence or hatred toward any group will not be allowed to use the building, nor any other group whose primary purpose is in conflict with the policies of this Church or the Presbyterian Church (U.S.A.).

The use of beverage alcohol is not allowed on the premises. Possession of fire arms or illegal drugs is not permitted on the premises. Users are expected to use reasonable care to avoid damage to the building, and to tidy up after their usage.

Except for organizations with which we have an official relationship (Our denomination organizations, Hands on Hartford, Presbyterian Promise, ICEJ, etc.) groups using the building will be expected to pay for the costs associated with use of the building to the greatest extent possible. **Charges:** Groups will be expected to pay for the costs associated with use of the building including consumable lavatory supplies, cleaning supplies and heating costs, plus the cost of providing sexton's service to open the building, be present during the event and to clean up following the event. The current rate for sexton's services (1/15/08) is a flat \$40 show up fee plus \$21.50 per hour for estimated time required for the event and clean up. Actual fees for each event will be set by staff in consultation with the Stewardship Chair.

A special rate may be set for non-profit neighborhood or community groups, self help and 12 step groups. This rate normally shall not be less than a \$20.00 show up fee for the sexton plus \$10.75 per hour for actual hours of usage, plus the estimated hours of time need for clean up after usage plus a reasonable fee for heating and supplies. Any exceptions will also be approved by the Stewardship Chair who will take into account the resources of the user group and the benefit derived from the use.

Normally we do not rent the building for commercial usage.