

APPLICATION FOR USE OF BUILDING

**First Presbyterian Church, 136 Capitol Ave. Hartford, CT 06106
860 246-2224 fpchartfordct@sbcglobal.net**

Group/organization making request _____

Name of person responsible for the event _____

Position with organization _____

Address _____ E-mail _____

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 reverse side of form).

Building use must be scheduled at least two weeks 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. Please make checks out to First Presbyterian Church.

For office use

Approved by _____ date _____

Charge \$ _____

Date paid _____ Received by _____

BUILDING USE POLICY SUMMARY

The First Presbyterian Church (FPC) will make the building available to arts and community groups whose purpose and activities are consistent with the Church's interest in meeting human needs, justice and community building. Neither groups that advocate violence or hatred toward any other persons/groups, nor those whose primary purpose is in conflict with the policies of FPC/Presbyterian Church (USA) will be allowed to use the building. Normally, we do not rent the building for commercial usage.

Use of alcoholic beverage is not allowed on the premises unless expressed permission has been granted. Possession of firearms or illegal drugs is not permitted on the premises. Users of the building are expected to use reasonable care to avoid damage to the building and to tidy up after usage.

FEE SCHEDULE

FPC MEMBERS:

No building use fee, sexton fee of \$75*

Groups who have a formal relationship with FPC, such as Hands On Hartford, ICEJ, Presbyterian Promise: \$100*

ALL OTHER GROUPS:

-Summer (no heating)

Groups of up to 50: \$150 for 1st 2 hours, \$50 each additional hour up to \$300, plus sexton fee of \$75 (plus \$25/hr. each additional hour over 3 hours)

Groups of 50-200: \$200 for 1st 2 hours, \$50 each additional hour up to \$400, plus sexton fee of \$75 (plus \$25/hr. each additional hour over 3 hours).

-Winter (heating required)

\$300 for 1st 2 hours, \$50 each additional hour up to \$500, plus sexton fee of \$75 (plus \$25/hr. each additional hour over 3 hours) for groups of less than 200 people.

Please note that the above policy summary and fee schedule are guidelines; all requests to use the building and the fees charged are subject to review/change.

*fee may be adjusted at the discretion of the Stewardship Chair.