

**FIRST PRESBYTERIAN CHURCH
 BUILDING RESERVATION APPLICATION
 805 Center Ave., Bay City, MI 48708
 (989) 892-1591 – (989) 892-1132 (fax)**

Check the room(s) you wish to use:

Equipment requested:

Sanctuary _____
 Fellowship Hall _____
 Kitchen _____
 Fellowship Hall & Kitchen _____
 Chapel _____
 Memorial Parlor _____
 Choir Room _____
 Library _____
 Classroom _____
 Courtyard _____
 Other _____

_____ Chairs: how many _____
 _____ Tables: how many _____
 _____ Other: please explain _____

At the discretion of the Trustees, a custodial fee will be established to cover set-up, security, and clean-up of the building. The fee will initially be estimated, but the actual fee will be determined by how long the custodian actually spends performing these duties. See attached Fee Schedule.

Applications should be submitted to the church office at least 30 days prior to the date of the function. All applications must be approved by the Board of Trustees.

Date(s) of Building Use _____ Purpose of Function _____
 Name of Person/Organization hosting event: _____
 Address: _____ Phone Number: _____
 If an organization, is it for profit? _____ or Non-profit _____.
 Will an admission fee be charged? Yes _____ No _____ Are rehearsals required? Yes _____ No _____
 Access to facility is required at _____ The function is expected to end at _____
 Number in group _____ Are you a member of First Presbyterian Church? _____

Facility and custodial fees will be paid to First Presbyterian Church.

NO SMOKING and **NO ALCOHOL** is allowed in the church building or on church property. We, the members, Session and Trustees of First Presbyterian Church, are grateful for the gifts from God which allowed us to build and maintain this beautiful facility. One expression of our gratitude is our decision to make the building available to the community for appropriate services and events. We understand that this decision is an obligation to God and a privilege to the community. We do not ask for “worship behavior” at other types of events and enjoy hearing the rooms and hallways ring with joy as much as anyone. We do, however, ask that you remember in Whose Name the building was built and in Whose Name we make it available. Please treat the property with respect and respond to the requests of staff. In this way, we can reduce the likelihood of any injuries and also continue to open the building to the public. Thank you for your cooperation.

Applicant(s) assume full responsibility for damage of any nature whatsoever to church property while in use of them.

Signature of Person Responsible _____ Date of Application _____
 Home Phone _____ Business Phone _____
 E-mail Address: _____