



REQUEST FORM FOR USE OF SPACE AND PROPERTY OF THE FIRST PRESBYTERIAN CHURCH OF TIFTON, GA

1. **Date:** _____
2. **Name of group:** _____
3. **Name of church member sponsor:** _____
4. **State the purpose of group requesting use of space:**

5. **Date (s) and times of use:** _____

6. **Composition of group (numbers, ages):** _____

7. **Name of Adult Advisors:** _____

8. **Facilities needed (fellowship hall, sanctuary, education building):**

9. **Other services involved (kitchen, nursery, utensils, etc):** _____

RECOMMENDATION OF SESSION PROPERTY COMMITTEE:

Session Approval: _____ **Disapproval:** _____ **Date:** _____

Signature of Church Official: _____

Granting the use of these buildings does not mean a contract for the continued use by the group. The Session reserves the right to terminate the privilege at their discretion. The Church will not be liable for injuries that occur while on the church premises.

The undersigned has completed the above form and accepts the statement of use as noted above.

Signature _____

Date: _____

Contact phone number: _____

Fee to be collected: \$ _____

Fee due on: _____

POLICIES FOR USE OF CHURCH PROPERTY

First Presbyterian/ Church permits the use of church property and facilities by religious, civic and community organizations. The following policies will apply to these groups. Church members using the facilities for church functions such as bible studies, prayer meetings, etc. do not need session approval and do not have to pay any fees.

1. All requests for property usage by an outside organization must be sponsored by an active church member.
2. A request form for property use must be completed and submitted to the session for approval; once approved it will be put on the church calendar.
3. Initial requests should include the need for the kitchen, smaller rooms, youth room and nursery. If these facilities are desired after session approval has been granted, then a separate request for consideration must be submitted.
4. All children under the age of 18 must be supervised by at least one adult for every 10 children.
5. Requests will be assigned on a first-come, first-served basis. However, if an unforeseen conflict with a church function arises, the church function will take priority. At least one week's notice by the church will be given to the authorized user if a conflict occurs.
6. Use of the sanctuary is limited to church functions, weddings, and funerals. All requests for use of the sanctuary must also be cleared with the pastor.
7. A fee structure will be used to defray the costs of maintenance, utilities, and janitorial costs.

Cleaning/Utility Fee for Use of Fellowship Hall

<u>Members</u>	<u>Non-Member</u>
Fellowship Hall only - \$50	Fellowship Hall only - \$100
Fellowship Hall and Kitchen use - \$75	Fellowship Hall and Kitchen use - \$150

**** Church activities such as prayer groups, bible studies, etc. do not have to be approved by the session but do need to be put on the church calendar to avoid any conflicts**

**** Fees are due 7 days before the event is to take place, ****

Checklist

The following is not meant to be a complete checklist but rather a guide

- 1. In the Fellowship Hall, there are 3 units that control the air; make sure all 3 are turned off immediately after your function.**
- 2. All food items have been removed; they are not to be left in the pantry, refrigerator or freezer; anything left will be discarded**
- 3. Vacuum carpet and door mats.**
- 4. Kitchen floor and hallway floor are to be swept.**
- 5. Water heater is to be turned off.**
- 6. All trash cans should be emptied and placed in outside receptacles. Put clean bags in the trash cans.**
- 7. Make sure stoves and ovens are turned off.**
- 8. Check refrigerator and freezer doors to be certain they are tightly closed.**
- 9. Wipe off all counter surfaces and tabletops.**
- 10. Any dishes and utensils used should be washed and returned to the proper cabinet or drawer. Any small appliances used should be returned to their original place.**
- 11. Turn off all lights, lock the pantry door and all outside doors. The outside lights are on a timer. Do not try to turn them off.**
- 12. The church member who leased the facilities (or sponsored the event) is responsible for washing all towels, dishcloths, and table linens. They should be returned to the kitchen within 3 days.**
- 13. Make sure all doors are locked.**