

Facility Request Form

Community Presbyterian Church: Post Falls, Idaho

Groups using the church must be non-commercial and non-political

Date of application _____ Date(s) of use _____ Time _____ to _____

Purpose of group and event _____

Organization _____ Authorized Representative _____

Address _____ Phone _____

Number in group _____ Arrangements for lock/unlock _____

Room(s) to be utilized _____

Is a church member sponsoring you? _____ If so, name _____

If you would like to use the church facilities on a weekly/monthly basis, what insurance does the group have?

_____ Liability limit _____

Is the group incorporated in Idaho as a non-profit organization? _____

Use Fees

There is a \$50 damage/cleaning deposit normally required.

Classroom \$20 for up to 3 hours or \$50 per day	Fellowship Hall \$50 for up to 3 hours or \$125 per day
Kitchen \$50 for up to 3 hours or \$125 per day	Sanctuary \$150 per event

Technician Fees

Sound/video technician is required in sanctuary and sometimes in fellowship hall. Technician is paid \$40 for a 3-hour minimum. Each additional hour is \$15. If group supplies their own sound system, these fees do not apply.

Custodial Fees

Custodial fees will be assessed if/when the room(s) used is not left in the same or better condition than it was found. This includes putting chairs and /or tables away or where originally found.

Classroom \$15 Fellowship Hall \$25 Kitchen \$25 Sanctuary \$40

Fines

Doors not locked--\$50 per occurrence

Lights not turned off--\$10 per occurrence

I/We the undersigned authorized representative of the "Organization" shall be using the building and grounds of Community Presbyterian Church in Post Falls, Idaho for the purpose of _____, the "Activity".

I/We understand and agree that neither the church nor its trustees, representatives, employees or agents may be held liable in any way for an occurrence in connection with this activity that may result in injury, harm or other damages to the undersigned, members or guests and participants, whether invited or not. I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during the use of the premises.

As part of the consideration for being allowed to use your facility, building and/or grounds, as well as any appliances and/or fixtures, we release the church, its trustees, employees, agents and representatives from any claim for damages arising out of participation in any form or fashion in this activity.

I/We represent that our organization has general liability insurance coverage in effect as of the date of this activity.

Applicant signature _____ Date _____

>Please read and sign page 3 (Facility Use Guidelines)

Office use only:

Approved by _____ Date _____

Deposit Received _____ Deposit Returned _____

Comments _____

Amount of Use Fee Received _____

Key given to _____

Key returned on _____

Community Presbyterian Church
417 North William Street
Post Falls, Idaho 83854

Telephone: 208-773-3537

Facility Use Guidelines

Welcome to Community Presbyterian Church. We are happy you can enjoy our facility. We ask that you abide by the following guidelines and sign and date this form as an indication that you have read and understood them.

All children and youth must be supervised at all times by two adults 21 and over.

No foul language is to be used on church property.

No drugs, alcohol, tobacco products, or firearms are allowed on church property.

You are responsible for making sure the lights are turned off and the doors are locked when you leave.

No tacks, nails, hooks or other devices that leave marks, scars, holes, or damage to the walls or woodwork will be permitted.

If a custodian is not on sight, you are responsible for cleaning and de-icing the steps and entrances used.

You are responsible for leaving the premises in the same or better condition than when you arrived.

If your group requires the tuning of the piano prior to a concert or function, you will be required to use the church piano tuner and pay for half of his services.

The applicant hereby agrees on behalf of the organization or group applying for use and on behalf of all users of the facilities which are the subject of this application, that neither Community Presbyterian Church, nor any of its officers, employees, or members will be liable for personal injury or property damage sustained by any users arising from the use of the facilities. In addition, applicant agrees to save and hold harmless and/or indemnify Community Presbyterian Church for any personal injury or property damage claims which arise out of their use of the facility.

Where applicable, organizations will carry general liability insurance coverage and name Community Presbyterian Church as an additional insured in regards to the organization/s use of the facility.

CPC reserves the right to preempt a scheduled use for CPC purposes. Adequate advanced notice of preemption will be given and suggestions regarding other times or facilities may be provided.

CPC reserves the right to terminate this agreement at any time due to misuse of the property or a breach of any of the conditions above.

A walk through with a staff person may be required before use is granted.

Thank you for abiding by these rules. Signing below indicates that you have read, understood and agree to these conditions.

Signature _____ Date _____

