

*NORTH PRESBYTERIAN CHURCH*  
**FACILITIES USE INFORMATION**

North Presbyterian Church will make available, whenever possible, its facilities for use as long as it is consistent with our ministry and our mission. In order to continue providing this service and to keep the building properly maintained, the Church has adopted the following guidelines:

	<b>*MEMBERS / REG. ATTENDER</b>	<b>**NON-MEMBERS/OUTSIDE GROUPS</b>
<b><u>RENTAL FEES</u></b>		
Sanctuary	_____	\$200.00
Chapel	_____	\$100.00
Parlor	_____	\$200.00
Parlor with Kitchen	_____	\$250.00
Auditorium	_____	\$200.00
Auditorium with Kitchen	_____	\$250.00
<b><u>CUSTODIAL FEES</u></b>	\$25.00	_____
<b><u>DAMAGE DEPOSIT</u></b>	_____	\$150.00

\*TO MEMBERS OF THE CHURCH there is no rental fee for special events such as weddings, funerals, & anniversaries, but you do pay for custodial services. Members requesting church facilities for non-church or non-family related purposes are considered an outside group and will pay the basic building rental fee.

\*\*Rental fees for Northside Community Groups may be waived at the discretion of the church board.

**RENTAL TERMS:**

- Rental fees payable in advance (2 separate checks) to: 1) North Presbyterian Church (rental fee) 2) North Presbyterian Church (damage deposit). It is understood that the above charges do not include that of the minister, organist, vocalist, etc. These should be arranged for individually.
- In order to hold your reservation, please send fees 30 days in advance of the event.
- Capacity of Sanctuary with overflow-250, Parlor seated at tables-50, Auditorium 200 (at tables)
- Sound system to be operated by North Presbyterian Church only.
- Building to be vacated no later than 10 p.m.
- No alcohol. No smoking. No food in the Sanctuary.
- Clean up area(s) used before vacating the building (surrounding rooms included).
- Furniture, equipment returned to original church locations.
- In order to adequately prepare the church for Sunday's service a Saturday wedding must be scheduled so that the sanctuary will be vacated by 8 p.m.

**RENTAL/FACILITY USE PROCEDURES:**

1. Contact church office at 681-1400 to see if the desired date(s) are available.
2. Read "Facilities Use Information" and complete "Facilities Use Request" form (attached).
3. Return "Request Form" to church office. After approval of use for requested dates, you will be notified.
4. **It is important that arrangements for unlocking/locking the church be made prior to the event.**
5. Damage deposit will be returned after inspection of building, within two weeks following the event.
6. **The church office staff will be glad to make initial arrangements with you as listed above.**  
**Clean up after the event is your responsibility.**

**All** information pertaining to the event (for example, directions to the church, parking, which entrance to use), *is to be handled by the person signing the facilities use form.* It is your responsibility to notify participants about details prior to your event. **PLEASE MAKE SURE YOU PROVIDE EVENT PARTICIPANTS WITH A PHONE NUMBER TO CONTACT YOU WITH ANY QUESTIONS; DO NOT USE THE CHURCH'S PHONE NUMBER IN CONJUNCTION WITH YOUR EVENT.**

**NORTH PRESBYTERIAN CHURCH OFFICE HOURS: 8:30 A.M.- 2:00 P.M.**  
**PHONE: (513)681-1400 FAX: (513)681-0426**

# FACILITIES USE REQUEST FORM

**TYPE OF EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **Number of people expected** \_\_\_\_\_

**TYPE OF SPACE NEEDED:** \_\_\_\_\_

**HOURS BUILDING WILL BE IN USE:** \_\_\_\_\_

**SET UP REQUIRED:** (No. of rooms, tables, equipment): \_\_\_\_\_

**SOUNDSYSTEM** to be operated by North Presbyterian personnel. Describe sound need \_\_\_\_\_

**KITCHEN:**

Is use of kitchen needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain type of use \_\_\_\_\_  
State date(s) and time(s) that kitchen will be used for preparation, \_\_\_\_\_

Set up time for tables & decorating? \_\_\_\_\_

Please, no thumbtacks or staples are to be used on table edges (like table skirting or hanging decorations.)

▸ Clean up is your responsibility. Check kitchen before leaving.

(THERE WILL BE AN ADDITIONAL CHARGE FOR ANY EXTRA CLEANING REQUIRED BY CUSTODIAN.)

**ELEVATOR/GLASS FRONT DOORS:**

Is use of elevator needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain type of use \_\_\_\_\_

Is use of glass front doors needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain type of use \_\_\_\_\_

If yes, call Ken Alexander at 681-1400 for arrangements required when using.

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**I understand that by signing this agreement that my use of this facility must not have a policy or philosophy or purpose or principle which is inconsistent with the best interest of North Presbyterian. I agree to the fees charged and to the conditions described in the "Rental Terms" and assume all responsibilities for my group during the period of time that we use the facilities. Our group agrees to same and holds harmless North Presbyterian Church, The Board and Officers, from any and all claims of any nature whatsoever arising from or related to the use of the facilities.**

Signature of Person in Charge \_\_\_\_\_ Phone Number \_\_\_\_\_ Best time to reach you \_\_\_\_\_

Name of Organization \_\_\_\_\_ Address \_\_\_\_\_ Date of Arrangements \_\_\_\_\_

(For church to complete) Member/Reg. Attender \_\_\_\_\_ Non-member \_\_\_\_\_

Building Use Approved by 1) \_\_\_\_\_ 2) \_\_\_\_\_

Date Approved \_\_\_\_\_

FEES: Sanct.\$ \_\_\_\_\_, Parlor \$ \_\_\_\_\_, Auditorium \$ \_\_\_\_\_, Custodian \$ \_\_\_\_\_, Audio \$ \_\_\_\_\_,

Other \$ \_\_\_\_\_.

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Damage Dept \$ _____	Date rec'd _____
Date ret'd _____	
Return address _____	