

# Building Request Form-External:

## Outside regular church sponsored events

It is the policy of First Presbyterian Church to make our facility available for use consistent to the church's vision of:

- \*Capitalizing on the uniqueness and opportunities of being a downtown church;
- \*Providing an environment in which all participants know they are valued and cared for;
- \*Becoming a beacon for Christ within the community and the world.

**First Presbyterian Church is committed to  
building faith-filled relationships with God, each other and the world.**

**NOTES: Please do not advertise your event prior to approval of this request.  
A copy of Certificate of Insurance required with this request**

**Contact Person and Mailing address**

Today's Date: \_\_\_\_\_

FIRST PRESBYTERIAN CHURCH  
950 West State

Street

Boise, Idaho

\_\_\_\_\_

83702-5440

(208) 345-3441 x14 (208) 345-9088 FAX

E-mail: info@first-

\_\_\_\_\_

presbyterian.org

**Daytime phone:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_ **E-mail address**

**Church group or Organization:** \_\_\_\_\_

**Purpose of function:** \_\_\_\_\_ **How many people are expected?:** \_\_\_\_\_

**Date of desired room reservation** (*request must be at least 8 weeks in advance of event date*): \_\_\_\_\_

**Time (including set-up and clean-up time:** From \_\_\_\_\_ To \_\_\_\_\_

**Desired room(s) if known:** \_\_\_\_\_

Is room OK as is? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please note changes or attach drawing of desired room set up)

**Needed for the event:** (Check all that apply)

**Sound\*** (will automatically be charged a fee for Sanctuary events) \_\_\_\_\_

**Podium** \_\_\_\_\_ **Kitchen Use\*** \_\_\_\_\_

**Parking** \_\_\_\_\_ (additional parking purchased from Republic Parking 338-1074)

**TV/VCR/Overhead** (all audio-visual presentation materials must be previewed by Session) \_\_\_\_\_

**\*ADDITIONAL CHARGES** are applied for custodial services outside scheduled times,  
kitchen use, and sound system technician

**Is this a public event?** \_\_\_\_\_ (all public events and free-will offerings must be approved by Session)

Will there be a charge for the event? \_\_\_\_\_ How much per person? \_\_\_\_\_

Will there be a free-will offering? \_\_\_\_\_ Purpose of free-will offering \_\_\_\_\_

What types of promotion are you using (flyers, radio, TV spots, newspaper, etc.)

First Presbyterian Church Contact (*someone from the faith community involved in event*): \_\_\_\_\_

**CONTINUED ON THE BACK**

<b>OFFICE USE ONLY:</b> Room(s): _____	Use Fee: _____
Date and time of room(s) usage: _____	Date Confirmation Sent: _____
Fee Due Date: _____	Facilities/Session Approval: _____
Contact Person notified of DENIED REQUEST _____	(date) Reason: _____

**Signature of this form serves as a binding agreement to honor and adhere to the church use expectations.  
Please read carefully and include signature with reservation request.**

**Our Expectations**

1. We hold an expectation of considerate care be given to the facility, furnishings and equipment. Our church warrants the same or greater consideration than our homes.
2. We hold an expectation that furnishings will be left as is---please **don't move** any furnishings---many of our treasures are literally several hundred years old.
3. Reservation is restricted to **approved area(s) ONLY**. Please do NOT use other areas. We are a busy, multi-use church and other areas are held by reservations as well.
4. **No alcohol** is allowed on the premises and **no smoking** is allowed on church grounds or in the building.
5. Rooms will be returned to as good or better condition than they were found. You are responsible to assure the reserved room or area is secured, lights off, windows locked and building secured after **10:00 p.m.**
6. Fees must be paid in advance of use. Cancellations made after confirmation will result in a forfeiture of deposit/fee.
7. Users will adhere to health, fire and safety standards.

**What the user can expect.**

1. Facility use will be consistent with health, fire and safety standards.
2. Your reserved space will be clean and setup as per your approved request.
3. Confirmation of your reservation will be given prior to your event. The church reserves the right to cancel and/or accommodate alternate space. Church groups and individuals have priority for reservation *prior to confirmation*.
4. Any unclaimed items and/or materials left behind more than 2 days following the event will be disposed of.
5. A review of the reserved space will occur following the event. Any security violations, damage due to negligence or damage beyond normal expected wear and tear will be charged to the user.
6. **NOTE: THE PASTORAL STAFF OF FPC RESEARVES THE OPTION TO EXTEND A WELCOME AT THE COMMENCEMENT OF YOUR EVENT.** A staff member will be in touch with you regarding this welcome.

**HOLD HARMLESS/WAIVER OF DAMAGES**

In consideration of the church granting the permission requested herein, Permittee agrees to indemnify and hold Church and its officers, agents and the employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related hereto.

Permittee acknowledges that it will use Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake or other acts of God.

*I have read and agree to adhere to the church regulations and policies found on this form.  
I am authorized on behalf of the group or organization requesting room reservation.*

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_