



FIRST PRESBYTERIAN CHURCH

700 Wood Street; Clarion PA 16214

phone: 814-226-8145

e-mail: churchoffice@clarionfirstpresby.org

www.clarionfirstpresby.org

FACILITIES REQUEST FORM

Today's Date: _____ Date(s) for Request: _____

Event Start Time – End Time _____

Set Up and Clean Up Time Required _____

Contact Person: Name: _____ (Responsible party must be age 21 or older)

Organization: _____

Address: _____

Phone# _____ (home/work/cell)

e-mail _____

Description of Event:

Rooms Requested: If Kitchen will be used, please see guidelines on the back of this form

Applicable Fees:	No. of People Expected _____	
	Building Use	x \$1.00 per head = _____
	Kitchen Use	x \$1.00 per head = _____
		Security Deposit _____
		Custodial Fee _____
	Other _____	_____
	Total Fees due to First Presbyterian Church:	\$ _____

Signature of Contact Person: _____

Church Use:

Approved / Not Approved by: (event) Property Team _____
signature/date

(over 50 people) Session Approval Meeting Date _____

Notice of Status given to Contact Person by: _____
signature/date

(Date/Initials)

Copy to: Property Team. _____
Treasurer (if fees) _____

	Total Amount Due First Presbyterian	_____
Deposit received – Date:	_____ Ck # _____	Amount _____
Statement sent- Date:	_____	
Balance Paid- Date:	_____ Ck # _____	Amount _____
Security Deposit Refunded- Date:	_____ Ck# _____	Amount _____



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BUILDING USE: POLICIES AND GUIDELINES

1. Requests for use of the church facilities by members and outside groups must be accompanied by a completed "Facilities Request Form".
2. All events must be pre-approved by the Property Team. Groups of over 50 people and weddings must also be approved by Session.
3. The contact person will be notified of the event status by the church office.
4. Every person or group, including members, using the church facilities is responsible for their own set up and for completely cleaning and restoring any rooms, kitchen supplies or church property that they use.
5. All activities, including the use of music, shall be compatible with acceptable Christian conduct and individuals must conduct themselves in an appropriate manner.
6. Youth events shall provide for adequate adult supervision.
7. Smoking is prohibited in all areas of First Presbyterian Buildings, including restrooms and the areas directly in front of entrances.
8. Gambling is prohibited.
9. Alcoholic beverages are not permitted at any event.
10. The Sanctuary may not be used for social events.
11. A Certificate of Insurance must be provided to the Property Team for anyone using the church facilities on a regular basis. If no certificate is available, other arrangements must be made.
12. Equipment that is Church Property may only be borrowed by members and approved groups with the approval of the Property Team provided it is signed out from the office, returned in good order and signed in through the church office.
13. Guidelines for use of the Social Hall Kitchen are posted in the Kitchen and provided on the back of the Facilities Request Form.
14. Wedding Policies and fees for members and non-members are specified in the document "Weddings at First Presbyterian".
15. Parking Fees and Policies are addressed in a separate document titled, "Policies for Parking Permits"



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BUILDING USE: FEES and DONATIONS

1. Fees for building use are payable to: First Presbyterian Church of Clarion
2. Charges for Building Use are as follows:
 - \$1.00 per head, \$25.00 minimum, due no later than 5 days following the event.
 - \$50.00 Security Deposit, required in advance. Will be returned within 30 days following the last use if the rooms used are left in satisfactory condition.
 - \$75.00 custodial fee.
3. Use of the Kitchen or its contents for any catered event will require the following fee:
 - \$1.00 per head, \$25.00 minimum.
4. Use of Banquet Supplies (roasters, punch bowls, etc...) requires specific permission and is covered under Kitchen fees. Coffee Maker and filters may be used for any approved event at no charge provided the group supplies their own ground coffee.
5. Member events must also be pre-approved by the Property Team. Members may use the Social Hall at no cost unless:
 - Opening or closing the building is required.
 - Set up of facility is requested.
 - Clean up is requested or not done properly.In these instances a \$75.00 fee will apply.
6. Fees may be adjusted or waived in special circumstances at the discretion of the Property Team.
7. Donations to the church in excess of applicable fees are optional but appreciated.
8. Funeral Services may be held at no charge for members or non-members. If a meal is served by the Presbyterian Women, they may accept a donation.

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USE OF THE SOCIAL HALL KITCHEN

Welcome to First Presbyterian Church. We hope you will enjoy using our kitchen. The following is to assist you in the use of the kitchen and returning it to order following your event. **Should you have any questions, or wish to speak to someone personally regarding the kitchen, please call the current Kitchen Representative: Marilyn Fox 745-3571**

- **DISHWASHER USE** The dishwasher must be turned on 20-30 minutes prior to the first use, to insure the water is hot. All dishes should be washed in the dishwasher after being pre-rinsed with cold water. Please rinse into the sink with the disposal. Silverware should be soaked prior to placing in the dishwasher. A large towel should be placed on the counter where dishwasher racks are loaded and unloaded. Towels are stored in a drawer near the dishwasher.
- **CLEAN AND DRY DISHES** should all be returned to their proper storage places.
- **DISPOSAL USE** The disposal should be run with cold water until no food remains. Turn off the disposal first, then the water.
- **SURFACES** Wash all sinks and counters with hot, soapy water then dry. The range top and grill should also be cleaned of any food or spills.
- **REFRIGERATOR** Please remember to remove all of your food and wipe any spills. Any food or supplies that are stored in the kitchen must be marked with your group's name.
- **TOWELS AND DISHCLOTHS** If you use our towels and dishcloths please launder and return them in a timely manner since the kitchen is used by many groups.
- **DINING ROOM** The tables and beverage counter should be washed and dried. Coffee pots should be washed in the dishwasher and stored back in the beverage station. Large debris should be picked up from carpet. (Please refer to coffee maker instructions located at the Coffee Center for specific instructions for its use)