



Application for use of Facilities

Please use one application per request

Today's Date:	Request Date:	Time: From	To
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EVENT INFORMATION

Organization:	Phone:()
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Event Description:

CONTACT INFORMATION

Main Contact Name:	Email:
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Phone ()	Cell Phone: ()
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Address:

FACILITY INFORMATION

Facility requested: Please check each area needed	Sanctuary	Kitchen	Courtyard	F5
	Chapel	Fellowship Hall	Upper Room 2D1	Other:

Proposed Use: Please circle	One time	Ongoing	Please state
	Yes No	Yes No	

Estimated number of people:	Request table/chair set up (in FH)		Chairs Requested (area other than FH)	
	Please circle	Yes No	Please circle	Yes No

Do you need additional date prior to event (for rehearsal) please circle	Yes No	If yes, Date: Time - From: To:

Sound Equipment Needed please circle	Yes No	If yes please give details:
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Projector Use Request	Yes No	If yes please give details:
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Pipe Organ Request Use	Yes No	Name of User:
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Piano Request Use	Yes No	Name of User:
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OFFICE USE ONLY

	Yes Date	No	\$ Fee Received/Comments
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\$100 Deposit Received			
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Fee Paid in Full			
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Certificate of Liability			
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Reserved on Calendar			
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Facility Orientation given			
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Key(s) checked out		List keys:
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Church Affiliate: Y N	Non Church Affiliate: Y N	Non-Profit Number:
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Conditions and Rules of Use for Facility Rental

A walk through is required for all facility rentals prior to use. This enables us to show you how things work and answer any questions you may have.

Please turn off any lights that you turn on.

All doors that you open **MUST** be locked and the key returned to the office (during office hours) or placed in the mail slot near the door on Fifth Street.

Outside gates on K Street and the gate to the left of the Sanctuary doors **must** be checked before leaving the facility.

Please set up and replace furniture in the room as found.

Tables and chairs must be lifted, not dragged on the hardwood floors.

Communion table in the sanctuary is fragile and may only be moved if prior permission is given (you will be shown on the walk-through how to move it).

Placing items on the communion table also requires permission.

Rooms are to be left clean and tidy.

Kitchen use requires some minimal training in order to acquire use - and must be left clean.

Children under 14 years of age are not allowed in the kitchen area. High school youth need to be supervised by an adult.

All waste must be disposed of in appropriate trash receptacles. Extra bags can be found in the kitchen or the janitorial closet opposite the bathrooms in the hallway.

Anything damaged and broken must be reported to the church office within 24 hours.

Equipment and materials, other than tables and chairs are not included in the use agreement.

FPCL facilities may not be used for any profit-making activities.

No alcohol or smoking is allowed on the property.

All persons, organizations, clubs, etc., desiring to use the facilities of the First Presbyterian Church of Livermore are required to provide a certificate of public liability insurance coverage.

The liability limit is to be not less than the combined single limit of one million dollars (\$1,000,000) for each occurrence for either personal injury or property damage, or for both combined in the aggregate. The certificate must be received in the church office 2 weeks prior to the event and must read as follows: "The Presbytery of San Francisco and the First Presbyterian Church of Livermore are named as the additional insured's."

A \$100 deposit (a separate check) to reserve the space is due with the application. The \$100 will be included as part of the full balance due: Applicant's initials _____

I have read all attached pages of this application and agree to abide by the policies and conditions of use as stated

Signature of Applicant

Date

Received by Signature

Date