

**FIRST PRESBYTERIAN CHURCH**  
**23 Cayuga Street, P.O. Box 383**  
**Seneca Falls, New York 13148**  
**315-568-6636/firstpres13148@gmail.com**  
\*\*\*\*\*

**Name of Organization** \_\_\_\_\_

**Type of Activity** \_\_\_\_\_

**Head of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Name of Contact Person if Different from above:** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Anticipated Attendance** \_\_\_\_\_

**Space(s) Requested** \_\_\_\_\_

**Space(s) available:**  
**Eastman Hall Lounge, Church Basement, Hawley Room, Sanctuary, Kitchen, etc.**

**Requested: Date(s) of use:** \_\_\_\_\_

**Day(s) of the Week:** \_\_\_\_\_

**Time of day: From** \_\_\_\_\_ **Until** \_\_\_\_\_

**Kitchen facilities needed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Use back of form for details if any special arrangements will be needed.**

**Please note fee schedule below.**

**Please notify the Church Office if any change in requested time is required.**  
**Office hours are Tuesday through Thursday between 7:30am and 12:30pm.**

**BUILDING USE CONDITIONS AND FEE SCHEDULE**  
**(Church Building and Eastman Hall)**

Alcohol is not permitted on church property. Tables and chairs are not to be removed from the property. A reasonable amount of set up by church staff may be requested. Special set up must be approved by the church and is the responsibility of the requesting organization. Space must be returned to the original arrangement. Use of church office equipment is not allowed without specific permission. A telephone is available in the back hallway. Excessive damage to or obvious misuse of church property may result in denial of future use permission. Restitution is expected. Person signing this agreement accepts responsibility for any damage to church building, furniture or equipment.

**BASIC FEE SCHEDULE - Per use for each space used.**

Church sponsored activities \_\_\_\_\_ **No charge**  
Sanctuary \_\_\_\_\_ **\$50.00**

**(Use of Sanctuary requires payment of Janitorial Fee -\$75)**

All other spaces/rooms, per space/room \_\_\_\_\_ **\$30.00**

W/Kitchen privileges, up to 25 people \_\_\_\_\_ **\$10.00 addnl.**

W/Kitchen privileges, over 25 people \_\_\_\_\_ **\$15.00 addnl.**

**(Please note: It is our janitor's responsibility to have the property clean and in order for church services and other church business. If his/her/they services are required for any set- up or clean up the janitorial fee will be expected to be paid.)**

\*\*\*\*\*

**PLEASE NOTE**

**Request must be dated and signed by a person authorized to do so by the requesting organization. Filing of this request does not constitute approval. Do not send payment when filing application. Form will be returned with approval (or denial) and appropriate use fee indicated.**

\*\*\*\*\*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**FOR CHURCH USE ONLY**

**BUILDING USE FEE** \_\_\_\_\_ **Payable to: First Presbyterian Church**

**JANITORIAL FEE** \_\_\_\_\_ **Payable to: First Presbyterian Church**

**TOTAL FEES** \_\_\_\_\_

**APPROVED BY**

\_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**First Presbyterian Church Officer**