

Use of Church Facilities Request Form

First Presbyterian Church of Alma
495 Charles Ave. Alma, MI 48801
989-463-2940

Date: _____

Name: _____
(Organization Name with Contact Person and/or Individual Renter)

Address: _____

Contact Phone Number: _____ Email: _____

Purpose of Activity (Brief Description): _____

Date of Event: _____ Time of Event: _____ Size of Group Expected: _____

Setup Time: _____ Estimated departure time after Cleanup: _____

Reoccurring Event: Yes / No Frequency: Daily Weekly Monthly Other: _____

(*For Reoccurring Events, Not Groups This Agreement is Valid for One Year from the Date of Approval)
(Groups require every six months if they take more than a two-week break)

_____ Sanctuary (Capacity 350-400)

Candelabra and Taper Lighter are available. Please indicate if you wish to use: Yes / No
(Please bring plastic to place under the candelabra, and non-drip candles only)

_____ Pennington Garden (Capacity 75)

_____ Fellowship Hall Only (Capacity 175) Please indicate if you will use PA System: Yes / No

_____ Fellowship Hall & Kitchen* (Capacity 175) Please indicate if you will use PA System: Yes / No

_____ Kitchen Only (Used for private gatherings & functions, no commercial use allowed, or sales of items)

_____ Garden Room (Capacity 40)

_____ Four Seasons Room (Capacity 25)

_____ Nursery (only in conjunction with use of other rooms. Two Adult Must Be Present at All Times.)

_____ Other: _____

Signature: _____ Date: _____
(Responsible Party)

Applicants will be notified with Approval or Denial. A copy of the requirements for building use, along with a copy of the departure check list will be provided once approved. If you have any questions, please contact the Church Office.

Deposit required at time of Approval.

Balance is due One Week in advance of your Event.

Official Use Only

Application Approved / Denied Date: _____ Reviewed By: _____ Total Amount Due: \$ _____

Deposit Amount Due: \$ _____ Deposit Date Received: _____ Deposit Check # _____

Deposit Refunded Date: _____ Refunded By: _____ Refund Method: _____

Comments: _____

Building Use Rate Schedule:

The following fees are established for use of rooms and spaces of the First Presbyterian Church of Alma.

Facility	Fee:	Deposit Amount:
Sanctuary General Use	\$300	\$100
Weddings or Public Performances*	TBD	30%
Pennington Garden	\$100	
Fellowship Hall & Kitchen - One Time Use	\$400	\$100
Kitchen Only – One Time Use	\$300	\$100
P.A. System Use*	\$50 Additional	\$50
Fellowship Hall Recurring Events	\$100/Event	
Garden Room – One Time Use	\$100	
Garden Room – Recurring Events	\$20/Event	
Four Seasons Room – One Time Use	\$50	
Four Seasons Room – Recurring Events	\$10/Event	
Nursery* Used in conjunction. Two adults must always be present.	\$50	
Other Classrooms, Choir Room	\$10/Event	

Special Notes:

Events which occur over multiple days shall be considered as reoccurring events for each day the event is scheduled, but the use fee shall not be less than the amount for a single event.

Events which occur in multiple rooms shall be charged accordingly per room.

Members of First Presbyterian Church of Alma may use rooms and facilities free of charge for personal use only, such as family gatherings, anniversaries, birthday parties. Donations are appreciated.

Greek Fraternities from Alma College shall provide a deposit of \$400.

Fees for building use by American Red Cross, and City of Alma as a polling location are established by separate agreements.

Balance of fees are due One Week in advance of your event.

The refundable deposit covers any unexpected custodial services, breakage, or damage to the facility. Your deposit is due at time of approval. If the date of your event is 30days or less, we may hold you check and return it to you following the event otherwise we will refund your deposit promptly after your event.

Please Make Checks Payable to: First Presbyterian Church of Alma

Use of Church Facilities Check-Out Sheet

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____ All furniture in rooms used is back in their original position.

____ All Lights Are Turned Off. (Room Lights, Hallway Lights, Rest Room Lights.)

____ Trash taken off site and legally disposed of. Trash bin liners replaced.
(Trash Left will result in loss of Deposit)

____ All Doors locked.

____ All Windows closed.

____ The P.A. System turned off.

____ All Personal Items taken with you.

____ Any Spills Swept and Mopped Up, or Carpet Blotted.
(Please indicate where spill was on carpet: _____)

____ A/C & Fans turned off in Fellowship Hall

____ Any Thermostats adjusted during use reset to original settings. (A/C Turned Off, Heat Set to 60*)

For Kitchen Use: (In addition to above requirements)

____ All Appliances & Ovens Turned Off

____ Hood Fans & A/C or Heaters Turned Off

____ Lights are Turned Off.

____ All Utensils cleaned and returned to their original location.

Other as Specified: _____

Responsible Person Signature: _____ Phone: _____

Church Contact Person in case of Building Emergency: _____

Please Place Completed Form in the Black Mailbox Located Outside the Church Office.