

First Presbyterian Church
111 Capital Avenue NE Battle Creek, Michigan 49017
269-964-3700

RESERVATION FORM FOR BUILDING USE

INTRODUCTION

We have been blessed by God with excellent facilities. Our main campus is located at 111 Capital Ave. NE. We also have a youth center at 15 Frelinghuysen Ave. and a retreat center at 20398 Waubasca Rd. The primary purpose of these facilities is to aid and assist the ministries of First Presbyterian Church. Our priority of use is first with recognized groups and programs within the church, church members, and then outside groups. The following are guidelines for use of the main campus or youth center (not counting weddings). There are separate guidelines for weddings and the retreat center.

I GUIDELINES

A. Reservations

1. Requests for building use are to be made through the church office. In-house program needs are processed by the church office staff. Requests by outside groups and requests that may involve payment of a fee are processed by the Business Manager under the supervision of the Lead Pastor. (Requests from new outside groups must be deferred to Session.) Furthermore, the Business manager may defer any request to Session.
2. In-house program requests do not require fees, deposit or reservation forms but must inform the church staff. Other requests (private or community related) must be cleared by the Business Manager or designee. Then a completed reservation form, \$50.00 deposit, and *proof of insurance within 15 days reserves the date.
DEPOSIT WILL BE FORFEITED if the reservation is cancelled within 10 DAYS OF USE by the requesting group.

B. Costs

1. The building use fee is \$100.00 per event for the sanctuary or fellowship hall. An additional \$50.00 will be charged for any day's use preceding the actual event.
2. The use fee for the youth center, or other parts of the main campus, or minor use of the fellowship hall (up to four hours) is \$50.00 per event.
3. An additional \$25.00 fee per room if extra custodial services are needed for set-up, cleaning, etc., or if building security is needed.
4. Kitchen - a \$25.00 fee will be charged if kitchen is used for food preparation

C. Policies

1. The facilities must be left as found.
2. Groups will be charged for any damages caused beyond normal wear and tear.
3. Smoking is not permitted inside the building or on church premises.
4. Serving beverages – please avoid those containing red dye. Stains do not come out.
5. Alcoholic beverages and illegal drugs are not permitted anywhere on the premises.
6. The Church is not responsible for lost or stolen items.
7. Food and beverages are NOT permitted in the sanctuary.
8. Groups must provide an adequate number of adults to supervise children.

D. Room Capacities

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| 1. Maximum of 350 may be seated in the Sanctuary | 4. Maximum of 250 may be seated in Fellowship Hall. |
| 2. Maximum of 250 may be seated in the Balcony. | 5. Maximum of 70 may be seated in the Parlor. |
| 3. Maximum of 35 may be seated in the Chapel. | 6. Maximum of 100 may be seated in the Youth Center. |

II. Event Information:

A. Name of Group:

B. Person in Charge:

1. Name: _____ 2. Phone: _____

3. Address: _____

C. Purpose/description of Event: _____

D. Number Attending: Adults: _____ **Children:** _____

E. Date of Event: _____ **Hours requested:** _____

F. Time facilities will be used (include time for set-up and clean-up) _____

G. Include diagram of desired set up

* A Certificate of Liability and Property Damage insurance coverage naming First Presbyterian Church of Battle Creek as an additional insured must be on file prior to the date of the event by all outside groups to First Presbyterian Church for the purpose of covering liability and property damage or accidents that might occur on church property.

III. Facilities to be used: (Please circle) Areas not circled will not be available.

**** If we do not receive a Certificate of Liability Property Damage insurance a \$250 security deposit is required for use of the Sanctuary and/or Fellowship Hall.**

Groups bringing in risers, music stands, etc., must bring material with them to prevent scratching the Chancel floor.

A. Basement level

- 1. Fellowship Hall **
- 2. Kitchen

- 3. Choir Room
- 4. Brides' Room

- 5. Classroom 12
- 6. Classroom 14
- 7. Classroom 16

B. First Floor level

- 1. Sanctuary ** (Alcove door panels must be managed by staff) Open___ Closed___ Candles/Weddings Only
- 2. Parlor
- 3. Chapel
- 4. Kitchenette
- 5. Nurseries

C. Second Floor level

- 1. Primary Room
- 2. Library
- 3. Beginners' Room (203)

D. Third Floor level

- 1. Gym

E. Youth Center

IV. Equipment Needs (Please Circle/Indicate Number)

- A. Audio/Video
 - 1. Overhead Projector
 - 2. VCR/DVD Player
 - 3. Audio Tape/CD Player
 - 4. TV
 - 5. Needs related to Sound Booth will require a Tech fee.

B. Screen(s)

G. Piano

C. Podium

H. Chairs

D. Dry Erase Board

I. Banquet Tables

- 1. Small Round seats 6
- 2. Large Round seats 8
- 3. Rectangle seats 8

E. Easel

F. Microphone

J. Risers

V. Items Available: (Please Circle/Indicate Number)

- A. Coffee Makers
 - 1. Bunn auto 12 cups
 - 2. 30 cup (MUST SUPPLY YOUR OWN COFFEE)
- B. Thermos Coffee Pots
- C. Cooking and Serving Utensils
- D. Stove
- E. Refrigerator

I have read and agree to abide by the building use policies of First Presbyterian Church.

Signature: _____ **Date:** _____

For Office Use Only

VI. Person Responsible

A. Opening: _____

B. Closing: _____

VII. Cost

\$ _____
\$ _____
\$ _____
\$ _____

Use of Facility
Additional custodial charge
Less deposit
Balance due

VIII. Approval

Staff _____

Session if needed _____