APPLICATION FOR USE OF CHURCH FACILITIES
First Presbyterian Church
1100 Carter Creek Pkwy | Bryan, TX 77802 | EMAIL: office@fpcbryan.org
Please return completed form to the church office at least six (*6) weeks in advance of date of event OR your desired initial date of publicity.

### ROOM / SPACE

<table>
<thead>
<tr>
<th></th>
<th>MEMBER FEES</th>
<th>NON-MEMBER FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Sanctuary</td>
<td>$350.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>□ Carter Creek Foyer only</td>
<td>$300.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>□ Fellowship Hall only</td>
<td>$400.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>□ Fellowship Hall and Kitchen (member only)</td>
<td>$500.00</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Carter Creek Foyer and Kitchen (member only)</td>
<td>$400.00</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Carter Creek Foyer, Fellowship Hall, Kitchen (member only)</td>
<td>$550.00</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Classroom (name or #)</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>□ Library</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Parlor, Patio, and/or Kitchenette Church Representative (reqd.)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>□ Set-up (if yes, add'l fee at $25 per hour may be req'd.)</td>
<td>☑ Yes</td>
<td>☑ No</td>
</tr>
<tr>
<td>□ Additional personnel for events over 100 ($25/hr).</td>
<td>☑ Yes</td>
<td>☑ No</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Facilities Use Fee based on ½ day (4 consecutive hrs); 50% of the full fee must accompany the application. Application will be processed upon receipt of 50% deposit.

Equipment needed: ☐ TV/VCR/DVD ☐ Overhead Projector ☐ Sound System
☐ Piano ☐ Organ ☐ Other____________________

Applicant's Name ____________________________________________________________
Address _________________________________________________________________
City, State, Zip____________________________________________________________
Phone_________________ E-mail _______________________________
Certificate of liability insurance Yes________ No____________
Event being held ____________________________________________________________
Remarks _________________________________________________________________

Purpose of Event

Number of Persons Expected_____ Date Requested_________________________ Total Time________
Set-up Time__________________ Event Start Time___________ Event End Time__________

Signature of Responsible Party_________________ Date Submitted_______________

The group or individual using the facility is responsible for set up (unless otherwise arranged), clean up, and return to normal set up of the facility. (See “Kitchen Cleaning Checklist” on reverse side.)

FOR OFFICE USE ONLY (enter dates)

Calendar cleared by Staff_________________________ Applicant notified___________________________
Site Staff Supervisor_____________________________ Added to Calendar__________________________
App'd by Property_______________________________ App’d by Session (if applicable)________________

Rev. March 2017
INDEMNITY: For and in consideration of the use of the facilities of First Presbyterian Church of Bryan, Texas, applicant, its/their/his/her members, agents, and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless First Presbyterian Church of Bryan, Texas, its members, congregation, elders, trustees, employees and agents from any and all liabilities, including all losses, damages, claims, demands, causes of action or judgments, costs or expenses (including any and all attorney's fees), of every nature for injuries to persons, properties, or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of First Presbyterian Church of Bryan, Texas.

Signature of Responsible Party_________________________________________ Date________________

BEFORE YOU LEAVE . . . KITCHEN CLEANING CHECKLIST

1. Properly clean with disinfectant solution all counter tops.

2. CLEAN and put away all dishes.

3. Turn off dishwasher and clean out basket trap.

4. Put away and store properly all food.
   
   NOTE TO SPECIAL GROUPS USING KITCHEN: Destroy or remove all perishable leftover foods.

5. Clean stove after each use.
   a. Clean burners.
   b. Pull out stove tray and clean.
   c. Wipe up any oven spills.

6. Sweep floor of storage closet and lock doors.
   
   NOTE: Kitchen mop and bucket are stored in the alcove with the ice machine behind the kitchen.

7. Sweep & mop kitchen floors.

8. Return toxic cleaning supplies to safe storage area.

9. Empty trash cans and take out to dumpster.

10. Take wet/dirty towels to laundry room.

11. Turn off lights.

12. Make sure storage closet is locked.

   Thank you for your cooperation!