



*...on Earth as it is in Heaven...*

**BUILDING USE APPLICATION**

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Member? \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Organization: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Property requested:**

Sanctuary \_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_ Manse \_\_\_

Classrooms (specify) \_\_\_\_\_

Front Yard \_\_\_\_\_ Side yard \_\_\_\_\_

**Date requested for use:** \_\_\_\_\_

**Purpose of use:** \_\_\_\_\_

**THERE IS NO FUNDRAISING ALLOWED ON CHURCH PROPERTY**

(If this is a request for a wedding, please fill out the back of this form as well.)

I acknowledge that I have received the **First Presbyterian Church of Milford Building Use Policy** and agree to abide by the standards set forth in it.

I understand that it is my responsibility to provide a Certificate of Liability and Property Damage insurance coverage naming the First Presbyterian Church of Milford as an additional insured and that this **MUST** be on file in the church office at least two weeks prior to my event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event \_\_\_\_\_

Wedding Information

Name of officiating pastor (if other than Pastor Willis): \_\_\_\_\_

Church where you are a member (if other than First Pres): \_\_\_\_\_

Officiating Pastor's contact Information: \_\_\_\_\_

Fee charged for Building use (if any) \_\_\_\_\_ Organist fee (\$100) \_\_\_\_\_

Sexton fee (\$100) \_\_\_\_\_ Sexton fee for rehearsal (\$50) \_\_\_\_\_

Date fees due \_\_\_\_\_ Paid \_\_\_\_\_

**First Presbyterian Church  
Of Milford, PA**

**BUILDINGS POLICY  
Church and Manse**

**Adopted by Session  
10 /25/2011**

The Session of the First Presbyterian Church of Milford encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets. The primary purpose of the church's facilities and equipment is use by its members for worship, Christian education and outreach.

The priority of use shall be as follows:

**1. Use by recognized groups within the Church:**

Church Services-(i.e. worship services, Sunday school, adult education, prayer groups

Regularly scheduled church activities- (i.e. committee meetings, small group meetings

Church related activities

**2. Use by Church members**

Weddings, funerals, and receptions

Member parties and special events

Other informal church member requests

**3. Use by Outside Groups**

Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by the First Presbyterian Church.

Although church and church-related meetings, functions, and activities obviously have higher priority, outside groups may request space up to three months prior to the date of the event. It is to the advantage of everyone to request space as early as possible.

**Criteria to Determine Building Use**

All activities shall be approved pending availability of space and the priority schedule, and must be consistent with the First Presbyterian Church's mission which is *Calling and equipping all people to a living relationship with Jesus Christ to glorify God and enjoy Him forever.*

Other considerations are: how the use impacts other programs; evaluation of safety/legal issues; and the group's respect for the property and guidelines for use.

The church reserves the right to refuse use of its facilities to anyone at any time. The church reserves the right to cancel or alter permission which has been granted previously should the church deem it necessary.

**Procedure**

A Property Use Request Form must be completed by all groups and submitted to the church office prior to a decision on use. All approvals are granted by Session or an authorized representative only. All activities are placed on the church master schedule once a request has been approved. No date is to be considered as reserved prior to notification of approval from the church office. Recurring

reservations are permitted; however no recurring reservations exceeding a one year period may be scheduled by any individual or organization at any time. While it is not the church's policy to charge a fee for the use of church facilities, donations are accepted as such but, in no case, is a contract created.

Fees may be charged for services provided at weddings, however, and are outlined in the wedding pamphlet. Additional detailed information about planning a Christian wedding is available at the church office and in the pamphlet [So, you're thinking about getting married at the First Presbyterian Church of Milford?](#)

### **Insurance**

A certificate of Liability and Property Damage insurance coverage naming the First Presbyterian Church of Milford as an additional insured MUST be on file in the church office at least two weeks prior to use by outside groups. The purpose of this requirement is to cover liability or property damage or accidents that occur on church property.

### **General Guidelines**

First Presbyterian Church has a wide range of ministries using its facilities, sometimes several ministries at the same time. The conduct of all persons attending programs is expected to be respectful of the property and other users. Our general guidelines include, but may not be limited to:

The parking lot behind the church is not available for group parking. The lot is reserved for the church staff. All group parking must be on the streets.

Facilities are not available to outside groups for fundraising or profit making activities. Outside groups may not charge a fee nor accept donations for any event at First Presbyterian Church.

Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.

For publicity purposes, any outside group must communicate clearly that the sponsoring organization is using First Presbyterian Church facilities but the event is not a First Presbyterian Church event.

The following items are not permitted on church property: alcoholic beverages, drugs or controlled substances which have not been prescribed; anything which would detract from a Christian atmosphere. Our buildings and properties are non-smoking areas.

When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children or youth activities shall be supervised by a minimum of two adults over the age of 21 at all times.

Users are expected to leave the building reasonably clean and in the same condition it as in prior to their event and must remove all items associated with the use immediately following the event. No items may be affixed to any walls or doors. Furniture and equipment cannot be moved without prior permission. The user will be responsible for any damage done to church property and the user assumes liability for injuries to persons attending the event and for damages or loss of the user's property.

Food and drinks are not permitted in the Sanctuary. Dining or the serving of food is limited to preapproved designated areas. Groups using the kitchen will find the Kitchen Manual helpful. The manual is available at the church office and a copy is located under the telephone in the kitchen. Users are responsible for cleaning the kitchen, washing dishes, cups, glasses and flatware. Garbage may be placed in the dumpster behind the church building.

Activities and programs are limited to the space that is assigned.

Use of the sound system must have prior approval and proficiency demonstrated in its use. A piano and the organ may be used with permission.

All persons including staff, members, musicians, guests and event attendees are expected to search the building before leaving. The last person in the building is expected to close all windows, turn off all lights, and lock all doors. All door keys issued for an event are expected to be returned within 48 hours.

### **Misc.**

Please report any maintenance problems to the office.

Anyone who has been loaned a key is expected to return the key as soon as access is no longer needed.

Willful violation of any guidelines or regulations may lead to the loss of eligibility to use the facilities.