



First Cumberland Presbyterian Church

Fees:

- *Fellowship Hall Usage Fee: \$150 (excluding non-profits and city/county government)*
- *Kitchen Usage Fee: \$150 and requires prior training with kitchen supervisor (excluding non-profits and city/county government)*
- *A church A/V tech must be used if using the church's audio/visual equipment as our system must remain functional after all building use functions. Additional fee of \$20/hr for the tech will be required.*

Important requirements:

- *No form of alcohol, tobacco, or nicotine products are allowed on church property.*
- *Thermostats are not to be adjusted as they are set specifically to keep the building cool while not freezing up the system.*

Building Use Request Form

Name of Church Member / Individual / Organization requesting use of facilities:

Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

Please briefly state what people or groups may be using the church facilities and their purpose and mission:

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

What date(s) and time(s) are you requesting to use the facilities:

Are any items or services being sold? Are any fees being charged or monies collected? Will 100% of all monies collected be given to a non-profit cause? If so, please share the details of that cause?



First Cumberland Presbyterian Church

FOR WEDDING AND / OR WEDDING RECEPTIONS

If this event is for a wedding, both Bride and Groom are required to sign. Wedding Date is not secured until 1) this form is submitted, 2) \$1,000 is received (\$500 Usage fee plus \$500 deposit), & 3) Church Member, Bride & Groom meet with a Pastor to Go Over the Usage of the Church Facilities.

If you are requesting use of the church’s facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom.

Bride: _____

Groom: _____

Please list the name, contact information, and religious affiliation of the ordained minister or pastor officiating the wedding:

NOTE: First Cumberland Presbyterian Church only allows Christian wedding ceremonies (not merely civil unions or ceremonies) by a duly ordained minister or pastor.

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. **I will be personally present during all usage of the church facilities (e.g. setup / decoration, event, and tear down).**
2. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church’s faith as stated in the Constitution and Bylaws.
3. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church’s faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff. I agree to promptly disclose any potential conflicts in belief to church staff.



First Cumberland Presbyterian Church

4. I understand that upon approval of my facilities use request, I will need to provide any fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Elder approval.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6.

Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Church Member / Organization Representative Signature Date

Church Member / Org Representative Printed Name

If this event is for a wedding, both Bride and Groom are required to sign as well. Wedding Date is not secured until 1) this form is submitted 2) \$1,000 is received (\$500 usage fee plus \$500 deposit) & 3) Church Member, Bride, & Groom meet with a Pastor to Go Over the Usage of the Church Facilities

Groom Signature/Printed Name Bride Signature/Printed Name

TWO WEEK Planning Meeting Date- _____

FCPC Building Use Checklist

Fellowship Hall and Classrooms

- Empty Garbage cans into large bins outside and put in new liners
- Wipe down all tables and chairs
- Clean up any messy spots on floors (that have been used)
- Spot check all floors
- Make sure everything has been set back up the way it was before your event, including chairs, tables, dividers, etc.
- Disinfect toys (if applicable)



First Cumberland Presbyterian Church

Final Check

- All Electronics (TVs, Speaker Systems, Mics, etc.) are turned off
- All Furniture, tables, chairs, etc. returned to position prior to use
- All lights are turned off (including restrooms)
- All sinks turned off (including restrooms)
- All exterior doors locked

Signature of Responsible Party

Date