

FIRST PRESBYTERIAN CHURCH OF SPRINGFIELD

356 SUMMIT ROAD – SPRINGFIELD, PA 19064 – 610-543-5110, FAX 610-543-5412

2021 CHURCH USE INFORMATION

NON SMOKING FACILITY

Individual or Group Name (Please print clearly)
Address
Phone # e-mail:
Day(s) and Date(s) needed Time of Event from: to
Event (Detailed) Facilities Desired
Alcohol service requested # of Tables # of chairs approx. # of people attending
Special Arrangements
Fees: \$ See other side of page - Payable in Advance (check made payable to First Presbyterian Church, unless otherwise indicated)

Thank you for choosing FPC for your activity! Here are a few easy to follow directions to facilitate your experience.

General Instructions
Would you please...
1. Leave the room the way you found it
2. Stay in the area you have reserved
3. Turn off the lights when leaving
4. Shut doors and windows
5. Report any lost or damaged equipment to the sexton if he is present, or the church office if he is not.
6. Do NOT adjust/touch any thermostat in the building. They will be programmed for your event.

Kitchen Use
Would you please...
1. Leave the kitchen the way you found it
2. Make sure the appliances are clean
3. Wash and dry all used linens. Used linens should be taken from the kitchen area, washed and dried, and returned in a timely manner.
4. Wash, dry, and return all china and serving equipment to their proper location.
5. Use the dishwasher only under direct supervision of the sexton
6. Place trash and garbage in the heavy duty bags that are provided. Please do not overload them.

Alcohol Service
1. Rentals with alcohol request will be decided by Session on a case by case basis.
2. The church does not have an insurance rider that permits the serving of alcohol. The renter must provide proof of insurance (\$1,000,000 minimum) with 'hold harmless agreement' clause at least two (2) weeks prior to the event.
3. Alcohol permitted in Fellowship and Lambert Halls only. No alcohol permitted outside. Service to those 21 years old and above only.
4. Wine and beer products only.
5. Host provided alcohol or BYOB only. No cash bar.
6. No rentals with alcohol on Thursdays or Fridays due to AA meetings.
7. Event must conclude by 11 pm.
8. Church member must be in attendance at a fee of \$150 for 4 hours or less.
9. Before the event begins, host will designate a person who will liaison with on-site church member if issues related to alcohol policy emerge.
10. All other requirements as stated on the Church Use form/application pertain.

Rules and Regulations
1. Anytime the playground is to be used, it must be supervised by two adults at all times (no exceptions).
2. Sound systems are available at times with special arrangements made in advance (fees may apply).
Please note that should a church related event occur which would require emergency use of the facility on your scheduled date, every attempt will be made to accommodate your activity on the first date available.
RESPONSIBLE USER: DATE:
(I have read the above and agree to its terms and instructions.)
APPROVED BY: DATE:

Fees (payable to First Presbyterian Church, unless otherwise noted)

WEDDING

	■Members/ Family	Non Members
Pastor (payable to Ed Bonner)	Gratuity	\$500.00
*Organist (payable to Megan Prescott-Ezickson)	200.00	\$200.00
Use of Organ Fee	No charge	\$50.00 payable to First Presbyterian Church
Sanctuary	No charge	\$300.00 (4 hours or less - \$50.00/hr. for each additional hour)
Fellowship Hall	No charge	\$300.00 (4 hours or less - \$50.00/hr. for each additional hour)
Kitchen	No charge	\$100.00 light refreshments only, no utilities (4 hours or less - \$50.00/hr. for each additional hour)
Kitchen (when oven/stove/dishwasher are used)	No charge	\$200.00 (4 hours or less - \$50.00/hr. for each additional hour)
Host/Sexton (payable to TBD)	\$125.00	\$150.00 (4 hours or less - \$50.00/hr. for each additional hour)
Security Deposit	No charge	\$300.00 (to be returned shortly after the affair provided there are not damages to the property.)

All fees must be paid two weeks prior to the wedding date.

*If a couple has a strong desire to use an organist other than the Church's, with the approval of Session, they may use someone else. The guest organist shall have a consultation prior to the wedding with our organist and the couple will pay a \$50.00 consultation fee to our Organist at that time.

FUNERAL

	■Members/ Family	Non Members
Pastor (payable to Ed Bonner)	Gratuity	\$250.00
**Organist (payable to Megan Prescott-Ezickson)	\$200.00	\$200.00
Host/Sexton (payable to TBD)	\$100.00	\$150.00 (4 hours or less - \$50.00/hr. for each additional hour)
Use of Organ Fee	No charge	\$50.00 payable to First Presbyterian Church
Sanctuary (payable to First Presbyterian Church)	No charge	\$100.00
Fellowship Hall	No charge	\$100.00
Fellowship Hall (with kitchen)	No charge	\$150.00
Memorial Garden Interment Fee (Members only)	\$150.00	

**If someone wants to use their own organist, they must pay a \$50.00 consult fee to our Organist and a \$50.00 fee to the church.

MEETINGS AND OTHER FUNCTIONS (Non Members only)

Fellowship Hall (seating only)	\$175.00 (4 hours or less) \$50.00/hour for each additional hour
Fellowship Hall (w/kitchen use)	\$200.00 (4 hours or less) \$50.00/hour for each additional hour
Kitchen, (no utilities)	\$100.00 (4 hours or less) \$50.00/hour for each additional hour
Sanctuary	\$200.00 (4 hours or less) \$50.00/hour for each additional hour
Host/Sexton (for fellowship hall - sanctuary)	\$150.00 (4 hours or less) \$50.00/hour for each additional hour
Lounge	\$100.00 (4 hours or less) \$25.00/hour for each additional hour
Lounge w/kitchen	\$150.00 (4 hours or less) \$35.00/hour for each additional hour
Other rooms	\$50.00 (4 hours or less) \$25.00/hour for each additional hour
Host/Sexton (for lounge and meeting rooms only)	\$50.00

REQUIRED FOR MEMBER & NON-MEMBER EVENTS

Event w/alcohol service - Appointed church member monitor required	\$150.00 (4 hours or less) \$35.00/hour for each additional hour
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Rooms for longer periods of time (like weekly) will be negotiated at time of request.

■Member/family means members in that household.