

FIRST PRESBYTERIAN CHURCH OF SPRINGFIELD
356 SUMMIT ROAD – SPRINGFIELD, PA 19064 – 610-543-5110, FAX 610-543-5412

2016 CHURCH USE INFORMATION

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 _____

of Tables _____ # of Chairs _____ Approx. # of people attending _____ Other _____

Special Arrangements _____

**NON
SMOKING
FACILITY**

Fees: \$ _____ See reverse side - Payable in Advance (*check made payable to First Presbyterian Church*)

NOTES: We require at least two weeks' notice for our Sexton to set up Fellowship and Lambert Hall. (Capacity for Fellowship Hall is approximately 200 persons.)

INSTRUCTIONS

1. Only areas designated may be used (no exceptions).
2. Key will only be given to event sponsor if he/she is a church member. That person will be responsible for putting out the lights and locking up.
3. Return all material to its original assigned place.
4. Shut all doors and windows and lock same.
5. Report all damages, no matter what the severity, to the Sexton or Chair of the House and Grounds Committee.
6. Return area as found. Clean up any mess and put trash in black trash bags, tie up and put outside kitchen door. Do not overload bags.

KITCHEN

1. Use only equipment required for the event.
2. Clean up and dispose of trash which is to be put in black trash bags and put outside the kitchen door. Do not overload trash bags.
3. Use of dishwasher must be under the supervision of the Sexton.
4. Wash and dry all kitchen china and utensils and return to their original location.
5. All used linens must be taken from the kitchen area, washed and dried at home and returned in a decent time.
6. Do not touch any thermostat in the building. They will be pre-programmed prior to your event.
7. Do not leave any perishables or any unsealed containers on counters. Remove them with your trash or take home.

RULES AND REGULATIONS

1. Any church activity has priority over any event. If a funeral or wedding is to be scheduled, this event will have to be re-scheduled or cancelled. The deposit will be returned if the event is cancelled by the church.
2. NO alcohol is permitted anywhere on church grounds.
3. NO smoking is permitted anywhere on church grounds.
4. NO political party group or individual may conduct a campaign party, rally or solicitation on church grounds, including any signs.
5. NO gambling, raffles, chances, auctions or cash bingo for profit may be held on church grounds.
6. Nothing is to be tacked, stapled, nailed, taped or glued to walls or woodwork, i.e. posters, crepe paper, construction paper or the like.
7. No profanity may be used on church grounds.
8. Anytime the playground is to be used, it must be supervised by two adults at all times (no exceptions).
9. Sound systems are available at times with special arrangements made in advance (fees may apply).

RESPONSIBLE USER: _____ DATE: _____

(I have read the above and agree to its terms and instructions.)

APPROVED BY: _____ DATE: _____

FIRST PRESBYTERIAN CHURCH, SPRINGFIELD, PA 19064

2015 USE OF FACILITIES

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

WEDDING

	■Members/Family	Non Members
Pastor (payable to Julie D Thompson)	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)
Custodian (payable to Alan Blake)	\$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 Julie D Thompson)	Gratuity	\$250.00
**Organist (payable to Megan Prescott-Ezickson)	\$200.00	\$200.00
Use of Organ Fee	No charge	\$50.00 payable to First Presbyterian Church
Sanctuary (payable to First Presbyterian Church)	No charge	\$100.00
Fellowship Hall	No charge	\$100.00
Fellowship Hall (with kitchen)	No charge	\$150.00
Custodian (payable to Alan Blake)	\$100.00	\$150.00 (4 hours or less - \$50.00/hr. for each additional hour)
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
Custodian (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
Custodian(for lounge and meeting rooms only)	\$50.00

Rooms for longer periods of time (like weekly) will be negotiated at time of request.

■Member/family means members in that household.