

**The First Presbyterian Church**  
of Howard County

**Application for Use of Church Facilities  
by Outside Group**

Date Submitted \_\_\_/\_\_\_/\_\_\_

Name of Group: \_\_\_\_\_

Brief Description of Group: Is group non-profit, tax-exempt, for profit, support group, church related?

\_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Event(s): \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Name of responsible person: \_\_\_\_\_

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

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is any member of group a member of First Presbyterian Church? Yes \_\_\_ No \_\_\_

If Yes, give name(s) \_\_\_\_\_

Does your group have liability insurance? Yes \_\_\_ No \_\_\_

- If the event is scheduled for a time when we do not ordinarily provide custodial/security services, the cost of such additional services must be paid by your group, as outlined in the fee schedule. Call the Church Administrator (410-730-3545) to make arrangements.
- Users must notify the Church Administrator as soon as possible if the event is canceled. See (9) of Policies and Procedures.
- If room set up is required, please diagram the set up needed for your event, including number and placement of tables, chairs, easels, A/V equipment, etc. Items not requested now will not be available for your event. Extensive set-up may require an additional fee.
- A new *Application for Use of Church Facilities* must be submitted for each additional event.

## **SPECIAL REQUESTS FOR YOUR EVENT**

Are any of the following needed? If so, please indicate the number requested. A refundable security deposit is required for the use of any A/V equipment. See the attached fee schedule.

# Tables needed \_\_\_\_\_ # Chairs needed \_\_\_\_\_

Additional needs: (Please circle all that apply)

Podium      Easel/Flip Chart Stand\*      TV/VCR/DVD      Whiteboard\*\*

Use of Kitchen (requires separate application)

Other (please specify) \_\_\_\_\_

\* Group must provide newsprint and markers.

\*\*Check-in with church office to obtain markers and erasers prior to meeting.

## **Approval and Agreement**

Assuming this request is approved,

I/we have read, understood, and will observe and enforce the rules governing the use of the facilities of The First Presbyterian Church of Howard County.

I understand that the use of these facilities may be rescinded when a church function takes precedence. I also understand that the use of these facilities may be rescinded if the rules for use have not been observed or if the general cleanliness of the facilities has not been maintained.

The user group accepts responsibility for any damage caused by any of its members or guests and agrees to make any necessary reimbursements to the satisfaction of and within the time specified by the Session.

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

Please print name and title:

\_\_\_\_\_  
Phone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

For office use only:

Date Approved by: Staff \_\_\_\_\_ Property \_\_\_\_\_ Session \_\_\_\_\_ Calendar \_\_\_\_\_

With the following conditions: \_\_\_\_\_  
\_\_\_\_\_