

# **APPLICATION FOR BUILDING USE**

## **NON-MEMBERS AND PRIVATE USE**

Request is hereby made for use of The First Presbyterian Church facilities as follows:

Name of Individual/Group:\_\_\_\_\_

Event Name(s):\_\_\_\_\_

Purpose:\_\_\_\_\_

Room(s) / space requested:\_\_\_\_\_

Additional needs / special requirements:\_\_\_\_\_

\_\_\_\_\_

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

Event Time(s): from\_\_\_\_\_ to\_\_\_\_\_

Reservation Time(s): from\_\_\_\_\_ to\_\_\_\_\_

Number of persons expected to attend:\_\_\_\_\_

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

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

City/State/Zip:\_\_\_\_\_

Home Phone:(\_\_\_\_\_)\_\_\_\_\_ Work Phone:(\_\_\_\_\_)\_\_\_\_\_

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

I have been informed of and understand the basic conditions of use of Church Facilities and shall follow them. I may upon request receive a copy of the "A Grant of License" and "Revocation of License" which are on file in the church office.

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

Return this request no more than 90 days prior to the event to:

The First Presbyterian Church  
Attn: Church Administrator  
529 Hendrie Boulevard  
Royal Oak, MI. 48068

(Do Not Write Below This Line -- Office Use Only)

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

Cleared on calendar:\_\_\_\_\_

Approved by Church Administrator:\_\_\_\_\_

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

Fees:\_\_\_\_\_

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**First Presbyterian Church  
Royal Oak, Michigan**

Proposed Building Use Fee Schedule

**Non-Members and Private Use**

	<b><u>Partial Day/Evening</u></b>	<b><u>Full Day</u></b>
Minimum Room Charge	\$40.00	\$80.00
Cornell Lounge	\$80.00	\$120.00
Fireside Room	\$70.00	\$110.00
Cornell Kitchen Facilities	\$50.00	\$100.00
Fellowship Hall	\$200.00	\$500.00
Fellowship Hall Kitchen	Negotiated	Negotiated
Chapel/Sanctuary	\$75/200.00	\$150/500**
(** This charge does not apply to the wedding/funeral fee schedules in place.)		
Custodial Services	\$15.00 per hour (one hour minimum)	
Security	\$12.00 per hour	
Cleaning Deposit	\$150 with use of any kitchen facility	
Damage Deposit	\$50 for all events	

NOTES:

1. A "partial day" is defined as a program scheduled for 4 hours or less. Evening events should end no later than 11 pm.
2. Minimum room charge covers access and room use only. It assumes use during regular church programming day/evening hours. Additional charges will be applied if the facility is opened for the exclusive use of an external group and if actual costs are incurred above the applicable base charge.
3. Custodial fee is a per-hour charge for set-up/clean-up costs incurred outside of the normal custodial schedule; costs for recurring facility users will be negotiated as part of annual commitment for use.
4. Kitchen charges are in addition to basic facility use and include minor appliance use such as coffee makers; they assume disposable products provided by user. Full-service meals involving the church's food consultant (or a licensed food handler) will be on an as-negotiated basis.
5. Chapel/Sanctuary charges exclude the use of pipe organ or piano. The use of these musical instruments is normally restricted to church staff; occasional permission for use may be negotiated separately.