

# First Presbyterian Church (FPC) of East Avon

## Non-Member Facility Rental Form

5605 E. Avon Lima Road, Avon, NY 14414

- Submit form for approval by Session to Jessica White (Church admin) at least 2 weeks in advance. **Email** [Office@eastavonchurch.com](mailto:Office@eastavonchurch.com)
- Payment for facility use with approved form is to be given to Jessica White (Church Admin) upon approval. Checks are payable to: First Presbyterian Church of East Avon

**Name of Non-Member Requesting Facility Rental** \_\_\_\_\_

**Phone** \_\_\_\_\_ **&** **Email** \_\_\_\_\_

**Type of Function** \_\_\_\_\_

**Estimated Number of people involved** \_\_\_\_\_ **Date(s) Required** \_\_\_\_\_

**Time(s) Required:** (Set-up and clean-up times must be included in the hours)

From \_\_\_\_\_ AM \_\_\_\_\_ To \_\_\_\_\_ AM \_\_\_\_\_  
PM PM

**Facilities needed (please circle all rooms you plan to use)**

- |  |  |
|--|--|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Sanctuary           |
| <input type="checkbox"/> Kitchen         | <input type="checkbox"/> Basement Youth Area |
| <input type="checkbox"/> Outside         |  |

**Furniture / Kitchen Requirements (please indicate number required)**

- |  |  |
|--|--|
| <input type="checkbox"/> Tables – Round (# Required _____)       | <input type="checkbox"/> Refrigerator Space      |
| <input type="checkbox"/> Tables – Rectangular (# Required _____) | <input type="checkbox"/> Portable Mic / Speakers |
| <input type="checkbox"/> Chairs (Required _____)                 | <input type="checkbox"/> Organ or Piano          |
| <input type="checkbox"/> Tablecloths (Required _____)            | <input type="checkbox"/> Sound System            |
| <input type="checkbox"/> Coffee Pots                             | <input type="checkbox"/> Other                   |

**\*\*\* Sound System:** If renter requires the use of the sound system or organ, the **church office admin** will direct you to a person who is qualified to authorize and instruct on use.

# First Presbyterian Church of East Avon, NY

## RENTAL POLICIES AND RATES

1. Please include an email so confirmation can be emailed to you.
2. The First Presbyterian Church of Avon is an alcohol and drug free campus. Smoking is permitted outside of the building using the smoker's outpost for cigarette butts. Confetti or rice is not to be used within the church facility or on the church property.
3. Any damage to equipment or facilities, other than normal use, shall be the responsibility of those renting the facility.
4. All fees for rental of facilities and equipment are payable to First Presbyterian Church of East Avon Church and delivered to the Church Admin upon booking. A damage deposit of \$\_\_\_\_\_ is required. The Damage deposit will be returned to renter if facilities are left in satisfactory condition (determine by Building Use Committee)
5. Hold Harmless Provision: First Presbyterian Church of East Avon (including its trustees, representatives, employees, and agents) will not be held liable for any injuries, harm or damages that may occur during the activity. It is an express term of this agreement that the Renter indemnifies and holds harmless the First Presbyterian Church of East Avon from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) of First Presbyterian Church of East Avon arising from the use of the facilities or activities.
6. Release of Liability: First Presbyterian Church of East Avon is released from any claims for damages, injury, or death arising from the activity. Participants agree not to hold the church responsible for any adverse outcomes.
7. Unless waived, It is an express term of this agreement that the Renter will provide and maintain Comprehensive Liability insurance during the period covered by this agreement insuring First Presbyterian Church of East Avon against liability for bodily injury (including death) and property damage from occurrences in or about the facility of the use or condition of the facility with combined single limits of \$ 1,000,000 per occurrence / \$ 3,000,000 aggregate, \$ 10,000 no fault medical payments, including volunteers and athletic activities , fire and legal liability at \$ 1,000,000 limit; day nursery/child care and sexual misconduct coverage at \$ 1,000,000 limit..
8. All bookings and arrangements must be made through the Church Admin at least **two weeks** prior to the event. This time is needed for FPC Session approval. Bookings and arrangements, in unusual circumstances, may be directed to the Church Session for approval.
9. Cancellation: A full refund will be given if cancellation notice has been given 2 weeks prior to the event. Anything less than 2 weeks notice, one-half of the payment will be refunded.

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## RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions and the approval of the rental application by First Presbyterian Church of East Avon Church.

Facility Rental to be paid in full along with this form. \$ \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval from: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to be sent to: Session, Custodian, Building Use Committee, Treasurer

## **RESPONSIBILITY AFTER BUILDING USE**

1. Leave the facility the way you found it or in better shape than it was. If you find something broken/damaged, let us know. Accept responsibility for any damage your group may have caused while using the building.
2. Collect all garbage into bags and bring it to the outside garbage containers.
3. Wipe off tables, Sweep Floors. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office so correct cleaning solutions can be applied to remove stains.
4. Return all the tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
5. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverages with you unless specific plans for usage have arranged. Wipe counters and leave the kitchen clean and ready for the next use.
6. Remove any items put up on the walls or set out in connection with your event.
7. As you leave the building, make sure the lights are turned off, the doors are locked, the ovens and coffee makers are turned off, and the thermostat is set to 60°F or the air conditioners are turned off.
8. No food or drink other than water is permitted in the sanctuary.
9. The First Presbyterian Church of Avon is an alcohol and drug free campus. Smoking is permitted outside of the building using the smoker's outpost for cigarette butts.
10. If you are using the building for a wedding, please ask your FPC member to contact a church deacon who will help you find things for the wedding rehearsal and on the day of the event (ie candles or sacramental cloths).

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed.