

**FIRST PRESBYTERIAN CHURCH, BISMARCK, ND
GENERAL TERMS AND CONDITIONS FOR FACILITY USE**

1. Smoking is prohibited in all areas of the facility.
2. Children accompanying adults must be supervised at all times.
3. No food or drink permitted in the sanctuary.
4. Certificates of General Liability Insurance may be required for functions held at First Presbyterian Church. Licensee group or individual will be notified upon submission of the completed facility use request form.
5. First Presbyterian Church reserves the right to decline use of the facility, rescind a Facility Use License Agreement, or require a cash deposit as prerequisite to use.
6. The Licensee agrees to assume and be responsible for any expense(s) incurred, for damage(s) to the premises or property resulting from Licensee's use.
7. First Presbyterian Church does not accept responsibility for loss or theft of articles belonging to Licensee or any member of its party, or injury or accident to any person on the grounds of or in the facility, and is released by Licensee of all liability, which may result thereof.
8. Additional staff, i.e. parking attendants, cleaning personnel, membership services staff supervision, etc., may be required as a condition of approval, the cost of which shall be Licensee's responsibility.
9. All outdoor activities cease at 10:00 p.m. as required by local zoning laws and in consideration of our neighbors.
10. The telephone is to be used for emergency or local calls only. Any long distance expenses incurred during a function will be charged to the Licensee.
11. Taping, mounting or displaying items on any painted surface is not allowed.
12. Any items/supplies brought into the facility or placed on the property must be removed upon the conclusion of the Licensee's event. Items remaining after 24 hours may be disposed of as abandoned property.
13. Granting permission to use the facility does not constitute an endorsement of an individual's or group's particular beliefs or purposes by First Presbyterian Church, its staff or any affiliate group.

In requesting the use of First Presbyterian Church, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of use.

Signature: _____

Date: _____

Note: Unless pre-approved in writing by Jake Kincaid, all events will be subject to the appropriate room usage fee. An hourly staff member fee will be included for all hours the building is open for your event, unless the event is held during normal business hours. Also, an hourly custodial fee of will be added for set-up/clean-up of your event(s).

Follow these steps to request use of our facility:

1. Complete the Facility Use Request form on the reverse side of this page and return it to Gena Tavis in the church office.
 - a. Once your completed form has been received by us, a License Agreement will be drafted and mailed to you to sign and return to the church. At that time, you will also receive an invoice indicating the total fee amount due for your event.
2. Return the signed license agreement no later than 45 days prior to the event, or immediately if the event will occur in less than 45 days from the date of the request.
3. Provide payment for the invoice no later than 20 days prior to the event, or immediately if the event will occur in less than 20 days from the date of the request.

Return completed form to Gena Tavis in the church office.
Fax: (701) 255-7344 Email: genat@fpcbismarck.com
214 East Thayer Avenue, Bismarck, ND 58501

First Presbyterian Church Facility Use Request Form

This form must be completed in its entirety and returned to the church's administrative assistant as soon as possible. If approved, a license agreement and invoice will be provided to the contact person with notification of the approval. All payments shall be received at least 30 days prior to the event unless other arrangements have been previously approved and noted on the invoice.

Licensee Information			
Today's Date			
Name of Group/Organization			
Contact Person Name			
Contact Person Phone			
Contact Person Email			
Contact Person Street Address, City, State, Zip			
Event Information			
Event Description			
Date Needed		Second Date Choice:	
Rooms to be used (Check all that apply.)			
<input type="checkbox"/> Kitchen Only (in basement) \$50.00 fee	<input type="checkbox"/> Conference Room \$30.00 fee	<input type="checkbox"/> Sanctuary \$100 fee	<input type="checkbox"/> Ramstad Hall (includes kitchen) \$125.00 fee
<input type="checkbox"/> Kitchenette Only (in parlor) \$25.00 fee	<input type="checkbox"/> Youth Lounge \$50.00 fee	<input type="checkbox"/> Chapel \$75.00 fee	<input type="checkbox"/> Parlor (includes kitchenette) \$60.00 fee
<ul style="list-style-type: none"> ▪ An hourly staff member fee of \$10.25 will be added for all hours the building is open for your event(s), unless the event is held during normal business hours. ▪ An hourly custodial fee of \$14.25 will be added for set-up/clean-up of your event(s). 			
Time you need the building to be opened		Time when you will be ready to leave the building	
Start time of event		End time of event	
Number of people			
What set-up of tables and chairs will be needed?			
Additional equipment needed?			
Are you charging fees for any aspect of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
Do you intend to serve food or drink?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the food be prepared on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of food and drink			
Name & Phone number of food provider/caterer			

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