

**APPLICATION FOR RENTAL OF
 TPC SANCTUARY or FELLOWSHIP HALL/KITCHEN
 Taylorsville Presbyterian Church 828-632-4257
 PO Box 507, Taylorsville, NC 28681
 Physical Address: 75 2nd St. SW
 Updated – May 2015**

Name of Responsible Person _____
 Date & Time of Occasion _____ From _____ to _____ (Include setup time)
 Purpose of Occasion _____
 Name of Organization _____
 Mailing Address _____
 Contact Person & Phone Number _____
 Wedding Couple Names (TPC Church Family Only) _____

If an outside pastor is used for a wedding, Church Council must approve selection.

Usage fees for facilities will be as follows for the Sanctuary and Fellowship Hall. If kitchen is used with the Fellowship Hall, an additional fee will apply. The user is expected to clean the premises. If church custodians are used to clean either or both, there will be a charge of \$75 each, payable to the custodians. Although there are no fees for active church members, donations are expected.

Facilities Requested: (indicate with an x)

___ Fellowship Hall	Group size: up to 50	___ Fee: \$100	+	___ Kitchen Fee: \$50
	51-100	___ Fee: \$150	+	___ Kitchen Fee: \$75
	101-200	___ Fee: \$250	+	___ Kitchen Fee: \$125
___ Sanctuary:		\$300		
___ Custodial Fee:		\$75		

Security Deposit: \$150 for EACH BUILDING

Checks may be made payable to Taylorsville Presbyterian Church no later than two weeks prior to event together with a **separate check for a returnable security deposit**. Event dates are not confirmed until deposit is paid.

SEE ATTACHED REGULATIONS FOR USE OF FELLOWSHIP HALL AND KITCHEN.

Taylorsville Presbyterian Church Council reserves the right to disapprove any application from any applicant whose purpose or function is not in keeping with the ministry of the church.

Application Date _____

APPROVED:

 Pastor of Church/Clerk of Session

 Date

**TAYLORSVILLE PRESBYTERIAN CHURCH
REGULATIONS FOR USE OF FELLOWSHIP HALL & KITCHEN
75 SECOND STREET SOUTHWEST**

Taylorsville Presbyterian Church shall make available to church members, nonmembers and organizations the use of the Fellowship Hall and Kitchen, providing the function or activity is in keeping with the ministry of the church and approved by the Church Council.

1. To receive permission to schedule an event, the user must contact the Church office.
2. All events are to be approved by Clerk of Session or Pastor.
3. No smoking or alcoholic beverages are to be used on the property.
4. There are to be no illustrations, displays or decorations, including pictures and posters, placed on the walls or ceilings of the facility. We ask that you use easels, stands or tables to place such items.
5. User is asked to supply their own utensils, i.e., paper plates, cups or glasses and cutlery. This applies to members and non-members.
6. No furniture, chairs or tables are to be removed from the kitchen, fellowship hall, or Sanctuary without knowledge and permission of church staff.
7. All furnishings are to be placed original positions following the event. A diagram of the Fellowship Hall is located on the kitchen cabinet facing the refrigerator.
8. It is expected that users will clean the facility after use; however, if TPC is requested to clean the facility, there will be a \$75 custodial fee per custodian required.
9. Users are required to place all trash in bags and leave them in the cans under the breezeway.
10. If any equipment or furnishings are damaged, the user is held responsible for replacement or reimbursement over and above the security deposit. The value of the damage will be determined by the Church Council and will be paid by the user within ten (10) days after damage occurs.
11. The Facility is to be cleaned, secured and vacated by 11:00 PM.
12. All laws and ordinances will be observed, including any effective noise ordinances.
13. No pets of any kind will be permitted in the Facility or on the grounds.
14. If Thermostat needs to be adjusted for user's event, user MUST follow posted instructions at thermostat. DO NOT place thermostat in HOLD mode or the fan in ON/RECIRC mode.
- 15. Failure to follow these procedures will result in a proportionate refund of security deposit.**

I, _____, (or on behalf of the organization listed on the foregoing application) acknowledge and agree to the above policies.

Signed: _____

Date: _____