

# JAMESTOWN PRESBYTERIAN CHURCH APPLICATION FOR USE OF PROPERTY

**GROUP NAME** \_\_\_\_\_ exp. Attendance \_\_\_\_\_  
Type of Group: JPC Church Group \_\_\_ Nonprofit \_\_\_ Profit \_\_\_

**PERSON IN CHARGE** (min. age 18) \_\_\_\_\_ **Phone (H)** \_\_\_\_\_  
Member \_\_\_ Non Member \_\_\_ **Email** \_\_\_\_\_ **Phone (M)** \_\_\_\_\_

**PERSON RESPONSIBLE FOR KEY** \_\_\_\_\_ **Phone (H)** \_\_\_\_\_  
Member \_\_\_ Non Member \_\_\_ **Email** \_\_\_\_\_ **Phone (M)** \_\_\_\_\_

*Request for Key Form must be completed also to receive Key for Event*

**DATE(S):**

ONE TIME EVENT Date \_\_\_\_\_ Day of Week \_\_\_\_\_ TIMEFRAME \_\_\_\_\_

WEEKLY EVENT Day of Week \_\_\_\_\_ TIMEFRAME \_\_\_\_\_

MONTHLY EVENT Day of Week \_\_\_\_\_ Week \_\_\_\_\_ TIMEFRAME \_\_\_\_\_

**AREA OF CHURCH REQUESTED** CLC \_\_\_ Fellowship Hall \_\_\_ Parlor \_\_\_  
Kitchen \_\_\_ Picnic Shelter \_\_\_ Classroom # \_\_\_

**EQUIPMENT REQUESTED** \_\_\_\_\_

*The SOUND SYSTEM in the CLC is strictly off limits unless a JPC employee is hired to operate it!!*

*The Fee for this must be agreed upon and paid ahead of time. NO EXCEPETIONS!*

*Table Linen Usage will be an additional agreed upon charge and must be pre-approved.*

**HAS THIS ORGANIZATION OR PERSON BEEN DENIED BEFORE?** \_\_\_

**ARE FOOD AND/OR REFRESHMENTS TO BE SERVED?** \_\_\_

(See back for fee schedule)

**Use Fee** \$ \_\_\_\_\_ Received \_\_\_\_\_

**Damage Deposit** \$ \_\_\_\_\_ Received \_\_\_\_\_ Returned \_\_\_\_\_

Deposit only returned following post usage check for damages, building cleanliness, chairs, tables, etc. returned to proper place, trash is properly disposed of in outside dumpster and key has been returned to office.

Request for Property Usage will not be approved until rental and deposit checks are received.

Special Needs and Comments:

I, the undersigned, have read and understand the rules and procedures for use of the property of Jamestown Presbyterian Church and that violation of any of these rules or procedures may result in immediate expulsion from the building, loss of all deposit and fees, and prohibition from any future use of these facilities. I also understand that Jamestown Presbyterian Church is not responsible for any injuries incurred on Church grounds and property before, during, and after the use of these facilities.

**RENTER RESPONSIBLE FOR ALL DAMAGES AND KEY**

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Date(s) Are Available Confirmed by: (Office Staff)

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Accepted for Jamestown Presbyterian Church By: (Property Committee)

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**APPROVALS MAY TAKE UP TO FOUR WEEKS**

# JAMESTOWN PRESBYTERIAN CHURCH

## FACILITIES USAGE FEE GUIDELINES

These Fees are based upon ½ day rentals. Longer rental rates will be negotiated. Non-Profit groups are generally at half this rate.

Area or Equipment	Usage Fee	Cleaning/Key Damage Deposit
CLC no food	\$500	\$300
CLC with food	\$650	\$350
CLC and Kitchen	\$800	\$400
CLC Sound System	Negotiated Fee	
Table Linen	Negotiated Fee	
Classroom	\$150	\$100
Fellowship Hall	\$300	\$100
Parlor	JPC Church Groups only	
Picnic Shelter	No Charge	\$100

**Each renter/group will be responsible for their own setup of tables and chairs. Each renter/group will be responsible to return area to pre-rental setup and cleanup of the area. Groups renting the CLC on a Saturday night are required to setup the CLC For Sunday Morning Worship service. This setup will be covered on a walk through prior to rental.**

The Church Property and Administrative Committees reserves the right to adjust fee based upon requested usage and past experience with the group.