

Building Use Request Form- External

Outside regular church sponsored events

NORTHMINSTER PRESBYTERIAN CHURCH

2450 E Fort Lowell Road

Tucson, AZ 85719

(520) 327-7121 Office (520) 327-1839 Fax

E-mail: office@npctucson.org

Northminster Presbyterian Church makes our facility available for use consistent to the church's vision of:

- *Capitalizing on the uniqueness and opportunities of being a church in central Tucson;
- *Providing an environment in which all participants know they are valued and cared for;
- *Reaching out for Christ within the community and the world.

NOTES: Approval of this request is dependent upon review. Please do not advertise your event until approval is confirmed.

Approval or denial of request will be mailed within 10 business days of your application.

Confirmation and down payment is required a minimum of 3 business days prior to the event.

If childcare is being provided onsite a copy of Certificate of Insurance naming Northminster Presbyterian Church as an additional insured party is required with confirmation.

A. Contact Information:

Today's Date: _____

Contact name (s): _____

Daytime phone: _____ Alternate phone: _____

Contact address: _____

E-mail address _____

Organization: _____

B. Event Information: *(request must be at least 6 weeks in advance of event date)*

Purpose of function: _____

Event Date: _____

Confirmation Due: _____

How many people are expected? [10 or less] [11-20] [21-50] [50-100] [101-200]

Event Time: From _____ To _____

Total Reservation Time (including set-up and clean-up time): From _____ To _____

C. Facilities:

Primary room: _____

Additional rooms: _____

Room Setup: If you require NPC facilities assistance to set up or equip the room, please attach a drawing of the proposed set-up with this request. Changes may be made to this drawing prior to confirmation. If no setup diagram is received, we will assume that none is necessary. Charges included in room rental fee.

D. Fees and Additional Services:

Additional fees apply and will be determined prior to approval. Services based on availability only.

Fees:

Room Rental (list) _____

Sound

Equipment: (list) _____

Technician(s): _____

Audio / Visual

Equipment: (list) _____

Technician(s): _____

Kitchen Use _____

Equipment: (list) _____

Host: _____

Custodian _____

Total Fees: _____

Down Payment (50%) _____

E. Contributions / Promotion:

1. Is this a public event? YES NO

Please note: *All public and free-will offering events must be approved by Session.*

2. Is this a "free-will" event? YES NO

3. Will there be a charge for the event? YES NO If, "yes," what is the charge? \$ _____

4. Will there be a suggested offering? YES NO If, "yes," what is the offering? \$ _____

What types of promotion are you using (flyers, radio, TV spots, newspaper, etc.) _____

If your event is cancelled, or rescheduled you are responsible for contacting the church office at 327-7121 with the updated information 48 hours in advance to avoid charges.

Signature of this form serves as a binding agreement to honor and adhere to the church use expectations. Please read carefully and include signature with reservation request.

Our Expectations

1. We hold an expectation of considerate care be given to the facility, furnishings and equipment. Our church warrants the same or greater consideration than our homes.
2. Rooms will be returned to as good or better condition than they were found. We hold an expectation that moved furnishings will be returned to their original position. Tables, counters and kitchen areas will be cleaned.
3. Reservation is restricted to **approved area(s) ONLY**. Please do NOT use other areas without prior permission. We are a busy, multi-use church and though a room may be empty when you arrive, other areas are held by reservations as well.
4. **No alcohol** is allowed on the premises and **no smoking** is allowed on church grounds or in the building.
5. You are responsible to assure the reserved room or area is secured, lights off, interior doors locked and building secured after **9:00 p.m.**
6. Users will adhere to all health, fire and safety standards.

What the user can expect.

1. Facility use will be consistent with health, fire and safety standards.
2. Your reserved space will be clean and setup as per your approved request.
3. Approval of your reservation will be returned to you within 10 business days of your request.
4. Signed confirmation of your reservation must be received a minimum of 3 business days prior to your event. The church reserves the right to cancel and/or accommodate alternate space with notice. Church groups and individuals have priority for reservation *prior to confirmation*.
5. Any unclaimed items and/or materials left behind more than 2 days following the event will be disposed of.
6. A review of the reserved space will occur following the event. Any security violations, damage due to negligence or damage beyond normal expected wear and tear will be charged to the user.

HOLD HARMLESS/WAIVER OF DAMAGES

In consideration of the church granting the permission requested herein, Permittee agrees to indemnify and hold Church and its officers, agents and the employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney’s fees) which may be incurred or arise out of Permittee’s exercise of the permission granted or from any of the Permittee’s activities related hereto.

Permittee acknowledges that it will use Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake or other acts of God.

F. Confirmation

Signature of Applicant: _____ **Date:** _____

By signing this document, I acknowledge that I have read and agree to the attached statement.

OFFICE USE ONLY:

Certificate of Insurance Received _____

Room Setup Diagram Attached _____

Request submitted to Session: _____

APPROVED

DENIED

Approval / Notification to Permittee _____

Entered in Resource Calendar _____

Custodial staff notified _____

NPC SL&S notified _____

Confirmation Received _____

Down Payment Received _____

check # _____

Final Payment Received _____

check # _____

Room Review Completed _____

Initial _____