**Request for Property Use**

**By Non-Church Groups**

First Presbyterian Church

27 Albany Street P.O. Box 306

Cazenovia, New York 13035

Office Phone: 315-655-3191

Office Hours: 9:00 a.m. to 2:00 p.m. weekdays

This form is required for all organizations, outside of the Church, who are requesting to use the church facilities. The use of church facilities by “for-profit” organizations is not allowed.

**Date & Time**: Click here to enter text. **Anticipated No. of Participants**: Click here to enter text.

**Organization**: Click here to enter text.

**Purpose/Function**: Click here to enter text.

**Applicant**: Click here to enter text. **Phone**: Click here to enter text. **e-mail**: Click here to enter text.

**Church Member Sponsor** (not required): Click here to enter text.

**Requested Facility:**

Meeting House  Wendell House  Sanctuary  Kitchen

**What type of services will you require of the Church?** Click here to enter text.

**A small fee may be required and assessed by the Trustees in order to recoup costs incurred by the Church. These costs include utility fees and clean-up services by Church staff.**

By signing this form I, the applicant, understand and agree that:

1. This request will be reviewed by the Session of the First Presbyterian Church at their next regular meeting on (3rd Monday of the month) and is subject to their approval.
2. The applicant agrees to use only the facilities identified above in a respectful manner and to report any damage, failure, or other problems to church staff immediately. The applicant agrees to be personally present while the church facilities are being used by their organization to ensure appropriate use.
3. The organization represented by the applicant is liable for any loss or damage to church property resulting from the organization’s use of the property.
4. The applicant’s organization agrees that the First Presbyterian Church will be held harmless for any and all liability resulting from injury or damage that may occur during activities on church grounds and facilities.
5. The church reserves the right to preempt any use of church property by the applicant’s organization for church events and activities. If a scheduling conflict occurs, the church will endeavor to accommodate the organization with other available space.

Signed: Click here to enter text. Date: Click here to enter text.

For church use only

Approved by Session? Yes No Organization Notified? Yes No

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Phone Letter\_\_\_\_ Email\_\_\_\_\_

Fee Assessed by Trustees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Given to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_