



First Presbyterian Church of Waunakee
5763 County Road Q • Waunakee, WI 53597
myfpc.org • 608.849.4625 • fax: 608.849.4608

Dear Applicant,

Thank you for inquiring about using the facilities of the First Presbyterian Church of Waunakee, Inc. for your upcoming event.

As a matter of policy, all requests for use of this facility must be approved by the church Session. This governing body meets regularly on the third Monday of each month. To help the Session evaluate your request, we ask that you complete the enclosed Building Use Request Form and submit it to Donna Kopan in the church office at least one week prior to the next Session meeting.

If you have any questions, please feel free to contact Donna at the church at (608) 849-4625 or through e-mail at dkopan@myfpc.org. Regular church office hours are Monday through Thursday from 9:00 to 5:00 and from 9:00 to 12:00 noon on Friday.

Again, thank you for your interest in using this house of God.

Cordially,

The Session
First Presbyterian Church of Waunakee

FPCW Building Use Request Form

Please provide the following information to allow us to evaluate your request to use the facilities at First Presbyterian Church of Waunakee, Inc. (FPCW).

Name of Person / Organization requesting space _____

Address _____

Phone _____ Home _____ Work _____ Cell _____

Email _____

Contact Person (if different from above) _____

Address _____

Phone _____ Home _____ Work _____ Cell _____

Email _____

Name of Event _____

Purpose of Event: _____ for Profit _____ Not for Profit _____ Social Event

Time and Date Requested for Use

Event Date _____ Event Time _____

Building access requested from _____ to _____

For events with multiple dates, please explain below:

More Information about Your Event: _____ Number of people expected to attend

Facilities you are requesting for this event: *Please note* – other church programs may be in progress in parts of the building not reserved for your event.

_____ Upper Kitchen

_____ Chapel

_____ Gathering Place

_____ Bride's Room

_____ Lower Kitchen

_____ Conference Room

_____ Fellowship Hall

_____ Small Meeting Room

_____ Sanctuary

_____ Nursery (adult supervision required)

_____ Classroom(s), please specify rooms _____

_____ Other _____

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FPCW Building Use Request Form

Room set-up for Fellowship Hall

_____ Round tables (seat 6-8)
_____ Rectangular tables (seat 6-8)
_____ Chairs

Room set-up for Gathering Place

_____ Round tables (seat 6-8)
_____ Rectangular tables (seat 6-8)
_____ Chairs

Room set-up for Classrooms

Room # _____	Room # _____
_____ Round tables (seat 6-8)	_____ Round tables (seat 6-8)
_____ Rectangular tables (seat 6-8)	_____ Rectangular tables (seat 6-8)
_____ Chairs	_____ Chairs

Please note: If more room instructions are needed, please attach additional instructions.

Other Needs

_____ VCR/DVD Player/TV
_____ Overhead projector/screen
_____ Other _____

Will you need a Sound System Technician (for any vocalists/musicians, microphones, tapes or CD's to be played through the sound system in the sanctuary)?

_____ Yes _____ No _____ To Be Decided

If yes, the fee of \$150 is payable to First Presbyterian Church of Waunakee, Inc. and due 30 days before your event. FPCW in turn will schedule and pay the Sound Technician.

Other set-up requests or other information you want us to know:

Fee Schedule: See Attachment

FPCW Building Use Request Form

Conditions and Additional Information

I understand that the requesting persons assume full responsibility for church property during the period of its use. I agree the entire church building is to be treated as smoke free. The building and adjoining premises are to remain alcohol free. No food will be eaten in the sanctuary.

- 1) Available rental times and terms will be at the discretion of the Session, and may be amended at any time.
- 2) Space assigned to a group may be used only by that group. It is their responsibility to see that people do not enter unassigned areas.
- 3) Those using the facilities should be considered in covenant with First Presbyterian Church of Waunakee, Inc., such that the privilege of use also requires a responsibility of the care and maintenance of the facilities. All users are required to leave the premises in order. This includes replacement of the furniture used, clean premises (and kitchen if used), disposal of trash in receptacles, and general "picked up and orderly" appearance of building after use. Custodian will be responsible for final building preparation for Sunday morning.
- 4) Building users agree to pay for any property damages or expenses if damage or expense occurs during the time they are using the facilities over and above deposit.
- 5) A member of the church's Building and Grounds committee will work with building users to advise what is acceptable in terms of decorations and usage for special events.
- 6) Money deposited can be used for damage repair or clean up if necessary.
- 7) **A check for \$_____ payable to First Presbyterian Church of Waunakee, Inc.** should be sent to the church office, Attn: Donna Kopan, immediately, to serve as a Damage Deposit and to secure your date and use of the building. FPCW charges an \$85 deposit for Custodial Fees which is refundable Sunday through Thursday if rooms are left clean and with no damage. A \$200 refundable Deposit for Custodial Fees is charged if using both the upper and lower levels. FPCW will refund your deposit within 30 days. The deposit is **not** refundable for Friday or Saturday events due to outsourced custodial services to prepare for Sunday.
- 8) Final Check due by _____ (date will be filled in upon approval of contract). A check for \$_____ **payable to First Presbyterian Church of Waunakee, Inc.** should be sent to the church office, Attn: Donna Kopan, by the Final Check due date.

The above check is for the following fees:

- \$ _____ For use of the building
- \$ _____ For Custodial Fee
- \$ _____ For Sound Technician.

Your Signature _____ Date _____
(Authorized signature of contact person)

FPC Representative _____ Date _____
(Upon approval - authorized signature of First Presbyterian Church representative)

A copy of this application will be returned to person making request upon its approval.

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