

## Facilities Use Application

First Presbyterian Church, Glendale  
155 East Fountain Avenue  
Cincinnati, OH 45246  
513-771-6195

All requests for use of church facilities require approval by the Session of the First Presbyterian Church, Glendale.

Organization requesting use of facilities \_\_\_\_\_

Applicant's name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Event

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of requested use \_\_\_\_\_

Event time being requested (include time required for set-up/clean up):

From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Number of rooms requested \_\_\_\_\_ Number of participants expected \_\_\_\_\_

Has your organization previously used our facilities? \_\_\_\_\_

If yes, when \_\_\_\_\_

## The First Presbyterian Church, Glendale Facility Use Policy

The First Presbyterian Church, Glendale is open for use by groups of the church and by the community at-large. All facility-use requesters who make application to use these facilities, including the kitchen, agree, by submitting this application, to abide by the facility use policy below.

1. Assume full responsibility for any costs associated with the event(s).
2. Assume responsibility for any damage to the property arising from the use of the facilities.
3. Assume responsibility for leaving the premises in the same condition as found.
4. Agree that there will be no smoking in any area of the facility by attendees.
5. Not permit alcoholic beverages in any area of the facility or grounds by attendees.
6. Not use tape, adhesive, or anything that may puncture, discolor, or otherwise damage any surface.

I agree to the Facility Use Policy above: Yes / No (circle answer) Applicant's initials \_\_\_\_\_

Our organization agrees to release and hold harmless the First Presbyterian Church, Glendale, its volunteers, employees, and members from any and all claims arising from our use of the facility.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### Cost Policy for Profit Events

Minimum fee for using church facilities when the event is for profit is \$100 for the first hour of use and \$50 for each additional hour. If requesting use of the kitchen, there is an additional \$50 required for the event. There is a \$100 refundable deposit required to reserve the requested date and time.

### Policy for Non-Profit Events

For members, employees and non-profit organizations, the hourly cost will be handled on a case by case basis.