

The Norwood Presbyterian Church
4400 Floral Ave
Norwood, Ohio 45212
513-531-1546 www.norwoodpresbyterian.org
FACILITY USE APPLICATION-

Group Name: _____
Date _____ Sponsoring Organization: _____
Address: _____ City: _____
State: _____ Zip Code: _____

Contact Name: _____ Phone: Day () _____ Cell: () _____

E-Mail _____ Best time to contact _____

Requested Meeting Date(s): _____ Time(s): from _____ am/pm to _____ am/pm

Purpose of Meeting: _____ # Persons to Attend: _____ # Rooms _____

Is this event a fund raiser for your organization? Yes ____ No ____.

Setup
Request: _____

Special Equipment
Request: _____

The Organization must::

1. Must fulfill a service or not-for-profit role in the community
2. Assumes responsibility for all costs attendant to the meeting(s)
3. Assumes responsibility for any physical damage arising out of the meeting .
4. Must leave the premises in the condition it was found
5. Not use the event for any fund-raising activities
6. Agrees that there will be no smoking anywhere in the facility and will inform their attendees of this policy
7. Must only use the Sanctuary for worship or religious programs
8. Church office is not to be used without permission of staff
9. Agrees that there will be no alcoholic beverages brought into or consumed in the facility and will advise their attendees of this policy
10. Assumes all responsibility for user acts of negligence
11. Agrees not to use tape, adhesives or objects that would puncture, discolor or otherwise damage any surface (walls, tables, ceilings, floors, etc...) either inside or outside of the facility
12. agrees not to permit any parking in reserved parking spaces.

Permission to use kitchen facilities may be granted under following guidelines:

The organization must:

1. Agree to all conditions set forth above and that they extend to the use of the kitchen
2. Assumes responsibility for all costs associated with the use of the kitchen .
3. Will consult with the Church Administrator about specific arrangements of the event

**Norwood Presbyterian Church
Building Usage Fee Schedule
10/13/2010**

	Fellowship Hall (no kitchen)	Fellowship Hall (with kitchen*)	Small Rooms	Chapel/ Library	Sanctuary/ Wedding	Sanctuary/ Funeral
Church Member	Free	Free	Free	Free	Free Custodian \$35.00 Organist \$100.00 w/Rehearsal \$150.00 Minister \$200.00 Counseling fee TBD	Free Minister suggested honorarium of \$200.00 Organist \$100.00 Custodian \$35.00
Non-Church Member	\$200.00	\$300.00	\$50.00	\$100.00	\$300.00 Custodian \$35.00 Organist \$100.00 w/Rehearsal \$150.00 Minister \$200.00 Counseling fee TBD	Free Custodian \$35.00 Organist \$100.00 Minister \$200.00 (sanctuary or funeral home)
Security Deposit (non-church member)	\$50.00	\$50.00	\$25.00	\$50.00	\$100.00	

4. 10/13/2010
5. * Refer to Kitchen policy. Frying on the griddle is prohibited in kitchen.
6. There will be no building use charge for funerals in the church. Personnel expenses should be paid to organist/musician \$100 and an honorarium to minister at least \$100.
7. Church affiliated groups using the building are requested to consider a donation to help cover facility usage expenses.
8. Please see our Wedding Policy Guide for Wedding Fee schedule.
9. The security deposit applies to non-members only. Security deposit is additional to rental fees and will be forfeited if area is not returned to original appearance.

I have read the conditions for use of the Norwood Presbyterian Church facilities as found on both sides of this application and agree to fulfill all requirements. Further, our organization agrees to release and hold harmless the Norwood Presbyterian Church, its officers, employees and members from any and all claims arising out of use of the facility.

Signed: _____ Phone: Day () _____

Printed Name: _____ Eve () _____

Title: _____ E-Mail _____

**ALL APPLICATIONS ARE SUBJECT TO APPROVAL – PLEASE DO NOT PROMOTE YOUR
EVENT UNTIL YOU HAVE RECEIVED THIS APPROVAL!**

FOR OFFICE USE ONLY:

Application: Accepted ____ Rejected ____ Date Processed: _____ By: _____

Placed on Church Calendar: _____ Room Charges: _____

Other Charges: _____

Notes: _____