



# First Presbyterian Church of El Cajon

500 Farragut Circle, El Cajon, CA 92020 • (619) 442-2583

## Facility Use Application

**Date submitted:** \_\_\_\_\_

**Date approved:** \_\_\_\_\_

**Organization/Person:** \_\_\_\_\_

**\*Room(s) requested** (check all that apply):

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Richardson Hall | <input type="checkbox"/> Youth Room  | <input type="checkbox"/> Richardson Hall Kitchen                                  |
| <input type="checkbox"/> Thomson Hall    | <input type="checkbox"/> Library     | <input type="checkbox"/> Thomson Hall Kitchen                                     |
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Bailey Hall | <input type="checkbox"/> Bailey Hall Kitchen <input type="checkbox"/> Other _____ |

**Event day/date(s)** \_\_\_\_\_  One Time Only  Weekly  Monthly  
 Other \_\_\_\_\_

Starting time \_\_: \_\_                      Ending Time: \_\_: \_\_

Starting time \_\_: \_\_                      Ending Time: \_\_: \_\_

**Set-up day/date(s)** \_\_\_\_\_

Starting time \_\_: \_\_                      Ending Time: \_\_: \_\_

**Clean-up day/date(s)** \_\_\_\_\_

Starting time \_\_: \_\_                      Ending Time: \_\_: \_\_

**Purpose of Event:** \_\_\_\_\_

**Is this event open to the public?**     yes     no

**Expected attendance:** \_\_\_\_\_     adults     youth     children

**Equipment needed for meeting:** # of chairs \_\_\_\_\_ # of card tables \_\_\_\_\_

# Of round tables \_\_\_\_\_ # of 6 ft rectangular tables \_\_\_\_\_ # of 8 ft rectangular tables \_\_\_\_\_

Other (specify): \_\_\_\_\_

**Will you be using the stage in RH?**     yes     no

Our group has read and will abide by the [Stage Use Rules](#): (initial) \_\_\_\_\_

**\*Kitchen Needs:** Food preparation (cooking):  yes     no    **OR** Just serving:  yes     no

Type:  potluck     light refreshment     full meal     catered

Our group has read and will abide by the [Kitchen Use Policy](#): (initial) \_\_\_\_\_

**\*A custodian is available to set-up and/or clean-up your event**

Will you need custodial services?     yes     no

**\*A sound technician is required if using more than a single microphone.**

Will you need additional services?  yes: \_\_\_\_\_  no

**\*A video technician is required if you need projection services.**

Will you need projection services?  yes: \_\_\_\_\_  no

**\*A lighting technician is required if using more than overhead lights.**

Will you need lighting technician services?  yes: \_\_\_\_\_  no

**\*A person is available to help advertise your event.**

Will you need these services?  yes: [Media Request](#)  no

**\*Indicate possible expense reimbursement amounts**

**Will admission fee or collection of funds be involved?**  yes  no

If yes, for what purpose? \_\_\_\_\_

**Special use conditions:** \_\_\_\_\_

**Policy on use of church properties:**

- A. The overall authority of granting or declining of use requests rests with the Session. Day to day granting and declining of use requests rests with the Administration Committee.
- B. Kitchen and other equipment, such as tables and chairs, are not to be removed from the premises.
- C. No intoxicating beverages, liquors or drugs are allowed on the premises.
- D. No smoking is allowed on the property.
- E. Applicant is responsible for leaving facilities in the same condition as received.
- F. Decorations, posters, or other displays can only be put up with masking tape or other similar easily removed product. Nothing is to be used which will damage the walls, ceilings, or floors. This includes but is not limited to staples, tacks, nails, scotch tape, screws, or wire. Cloth covered portable room dividers may be used for displays and decorations. Only map type pins should be used since staples leave the fabric dented and unsightly. Special event decorations must be removed immediately after the event.
- G. Applicant agrees it will be solely responsible for the activities conducted by it or subject to its control. Applicant agrees to and does hereby hold the church harmless from all liability or alleged liability arising out of, or any way relating to the activities conducted by applicant. In the event suit is brought arising out of any such activities, applicant will defend the church and pay all attorney's fees and court costs incurred in such suit.
- H. The church calendar in the office should be checked prior to a request. Because of special dedication of the sanctuary for worship and religious observances, this facility will not normally be available for other use.

**I have read and understand the information contained in this application (all pages).**

**I understand that there may be expenses incurred by this use of the church facilities.**

**My signature indicates agreement to comply with rules of use.**

Signature of person responsible: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (cell): \_\_\_\_\_ (other): \_\_\_\_\_

Email (print) \_\_\_\_\_

**Please return to the church office when completed.**