

APPLICATION FOR
USE OF BUILDING

FIRST PRESBYTERIAN CHURCH, Salina

1. Date of Application ____/____/____
2. Proposed Usage: _____
3. Authorized Representative
 - Name: _____
 - Organization: _____
 - Address: _____
 - Phone #: _____
4. Proposed Usage Information
 - Date(s) for use: _____
 - Estimate time: _____
 - Room(s) required: _____
 - Special set up required: _____

CONDITIONS AND REGULATIONS

The undersigned, an authorized agent and representative for the proposed use, hereby acknowledges and agrees the user shall comply with the following regulations:

- a. The authorized representative is responsible for appropriate use of the premises. The building and its contents are to be left after use in the same condition as before use. In the event of damage, destruction or loss of church property, the authorized representative understands and agrees to reimburse the church at replacement cost for such damage or loss.
- b. Neither smoking nor alcohol is permitted on church premises.
- c. No commercial use or fundraising not connected to church activities is permitted on the premises.
- d. The applicant, **prior** to event being placed on church calendar, shall pay reimbursement for the estimated fixed costs of the church. The church will advise amount once application is approved.

Authorized Representative - _____
Signature



(For Church Office Staff Use)

Approved by: _____

Reimbursement for expenses amount: \$ _____; collected ____/____/____

Comments before and/or after use: _____
