

FACILITIES REQUEST FORM ~ FIRST PARISH CHURCH
180 York Street, York ME 03909 - 207-363-3758

NAME OF ORGANIZATION/EVENT: _____

Church Member Non-Member Non-Profit Organization (Tax ID: _____)
Members and Non profits (w/ Tax Identification #) receive 25% Discount

EVENT DESCRIPTION: _____

DATE OF EVENT: _____

TIME ENTER: _____ TIME EXIT: _____
Include set up/tear down and cleanup

APPROXIMATE NUMBER OF GUESTS ATTENDING: _____

Wedding Reception \$400.00 for event (*includes rental of Hall, Kitchen, and fee for set up, tear down and cleanup*)

RENTAL ROOM BEING REQUESTED

(Set Up/Tear Down Fees are not included in Rental Fees):

Pilgrim Hall (up to 50 ppl)	<input type="checkbox"/> Up to 4hours @ \$50	<input type="checkbox"/> Over 4 hours @ \$80
Moody Hall (up to 100 ppl)	<input type="checkbox"/> Up to 4hours @ \$100.00	<input type="checkbox"/> Over 4 hours @ \$200
Sanctuary	<input type="checkbox"/> Up to 4hours @ \$125.00	
Kitchen - use for food service	<input type="checkbox"/> \$125.00	
Fellowship Hall Classrooms	<input type="checkbox"/> \$25.00 per room	
Parish House - Hope Room	<input type="checkbox"/> \$25.00 per room	

Add Set Up/Tear Down Fees

Pilgrim Room addt'l \$50.00
 Moody Hall addt'l \$75.00

- CONTACT INFORMATION FOR APPLICANT RESPONSIBLE -

Name: _____

Phone: _____

Address: _____

Email: _____

SIGNATURE [X]: _____ DATE: _____

Moody Hall w/ stage

KITCHEN

Pilgrim Room

FRONT
ENTRANCE

RULES FOR BUILDING USE

- Promptly wipe up any spills. Spills on carpet may require use of carpet cleaner.
- No tape or staples may be used to hang decorations or posters.
- ***No Alcohol or Tobacco products will be permitted***
- ***No helium balloons are permitted in the hall***
- All tables, chairs, and other furniture must be returned to their original positions
- Any group using the kitchen must bring in their own kitchen linens
- All trash must be properly disposed of.
- Cleaning items are located in the broom closet.
- Outside doors and windows should be closed while heating or cooling in use to conserve energy.

CHECK THE FOLLOWING AS YOU CLOSE THE BUILDING

Kitchen Area

- Floors Clean
- Sink, counters, stove, refrigerator: all cleaned and food / drinks removed
- All appliances are turned off
- Trash and garbage taken out to dumpster behind building
- Lights are shut off

Restrooms

- Floors and sinks clean
- Toilets flushed

Meeting Room

- Chairs and Tables returned to their original positions
- Floors vacuumed
- Inside doors closed
- Lights are shut off
- Doors locked

General

- Outside doors and windows closed and locked
- Return thermostat to 62 degrees F
- If applicable, return key with this checklist in Church Office Mail Drop

The undersigned understands that the building is to be left clean and orderly for the next user, and signifies that the building has been inspected to make that the items checked have been done. Also, that failure to meet these conditions may result in billing for expense necessary to correct violations or damage beyond reasonable wear and tear as determined by the Assessors after consultation with the undersigned.

(X) _____ DATE _____

Key ID: _____ (to be completed by Office Admin)