

BUFFALO PRESBYTERIAN CHURCH
FACILITY USE AGREEMENT

TODAY'S DATE _____ NAME OF CONTACT PERSON _____

ADDRESS _____

TELEPHONE _____ (home) _____ (cell)

_____ (work) _____ (other)

E-MAIL _____

ORGANIZATION _____ RESPONSIBLE PERSON/S _____

DATE OF EVENT _____ HOURS OF USE _____

DATE & TIME OF SET UP _____

TYPE OF EVENT _____

ROOMS TO BE USED (circle choices): SANCTUARY FELLOWSHIP HALL KITCHEN HERITAGE ROOM NURSERY

EQUIPMENT NEEDED (circle choices): SOUND SYSTEM KITCHEN PIANO ORGAN

_____(add initials) I have read and agree to abide by the rules discussed in Buffalo Presbyterian Church's *Building Use Policy*. I have kept a copy of this policy and will communicate its provisions with the other key planners of this event.

_____(add initials) I understand my total costs will be emailed to me within two weeks of this application and that these costs are in addition to the damage deposit included with this application. I understand that the total costs are due in the office at least two weeks before this event.

_____|_____
Signature of Applicant Date Signature of Church Personnel Date

Please return this agreement and requested damage deposit to:

Buffalo Presbyterian Church, Attn: Administrative Assistant, 507 County Road 134, Buffalo, MN 55313

Questions: 763-682-2773 or office@buffalopresbyterian.org

(For office use only)

COMPLETED FACILITY USE AGREEMENT RECEIVED: DATE RECEIVED _____ STAFF INITIAL _____

_____ COPY of completed Facility Use Agreement given to the applicant

_____ Certificate of Liability Received

DAMAGE DEPOSIT RECEIVED: \$ _____ STAFF INITIAL _____ DATE RECEIVED _____

____ Costs e-mailed to Applicant within 2 weeks _____ Copy of completed Facility Use Agreement given to Pastor

PEOPLE CONTACTED: _____ Pastor _____ Organist _____ Sound Technician _____ Building Supervisor _____ Nursery Attendant

EVENT FEES/MEMBER DONATIONS RECEIVED: \$ _____ STAFF INITIAL _____ DATE RECEIVED _____

CODE APPLICATION and CODE DISTRIBUTED TO _____ DATE _____

Approved by Buffalo Presbyterian Session on March 27, 2019

____ Wedding (date _____)
____ Funeral (date _____)
____ Family gathering (date _____)
____ Other* (date _____)
*Description _____

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Buffalo Presbyterian Church Building Use Fees for Non-Members

FACILITIES

Sanctuary (Generally requires use of sound technician)	\$75
Fellowship Hall/Kitchen	
Under 25 People	\$25
Over 25 People	\$50
Nursery (requires attendant, see below)	\$10
Heritage Room (meeting room near kitchen)	\$10
Youth Room (meeting room near sanctuary)	\$10
Parking Lot	Goodwill Donation
Damage/Custodial Deposit -Separate check	\$100

EQUIPMENT

Sound system in Fellowship Hall (only with technician)	\$25
Kitchen	\$50
<u>NON-PROFIT, weekly groups</u>	\$40/mo.
<u>NON-PROFIT, one-time events</u>	\$25/event

STAFF/PERSONNEL

Pastor	
Funeral (as per funeral home guidelines)	\$125
Wedding (includes pre-marriage counseling)	\$250
Organist	
Funeral	\$75
Wedding/Other	\$125

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Sanctuary Sound Technician

Funeral/Other	\$75
Wedding	\$125

Building Supervisor (Secured at BPC's discretion)

Funeral	\$75
Other events	\$25/ if also sound tech

Nursery Attendant \$15 per hour

Janitorial fee

Under 100 People	\$75
Over 100 People	\$125

A BPC pastor, staff, or building supervisor must be present for all nonmember events.