

BUFFALO *Presbyterian* CHURCH

BUILDING USE APPLICATION

Thank you for your interest in using our facilities.

Please complete this application to request the use of space at Buffalo Presbyterian Church.

Applications must be submitted at least 14 days prior to the requested date.

A BPC pastor, staff, or building supervisor must be present for all non-member events.

APPLICATION INFORMATION

Applicant Name: _____ Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Home _____ Cell _____ Work _____

Email: _____

Is your organization a non-profit? ☐ Yes ☐ No 501(c)(3) Number (if applicable): _____

EVENT INFORMATION

Event Name: _____

Purpose / Description of Event: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____ Set-Up Time (if needed): _____

Will the event be open to the public? ☐ Yes ☐ No

FACILITIES (check all that apply)		FEES	TOTAL
☐	Sanctuary (half-day)	\$150	
☐	Sanctuary (full-day)	\$300	
☐	Fellowship Hall (half-day)	\$100	
☐	Fellowship Hall (full-day)	\$200	
☐	Heritage Room	\$25	
☐	Family/Meeting Room	\$25	
☐	Nursery/Children's Room	\$25	
☐	Non-Profit, weekly groups	\$40/mo	
☐	Non-Profit one-time use get a 50% discount		
STAFF / PERSONNEL (check all that apply)			
☐	Pastor (Wedding) – inc. premarital counseling	\$350	
☐	Pastor (Funeral)	\$200	
☐	Organist/Pianist (Wedding)	\$300	
☐	Organist/Pianist (Funeral)	\$200	
☐	Vocalist	\$125	
☐	Livestream (Wedding)	\$150	
☐	Livestream (Funeral)	\$100	
☐	Audio Technician (Wedding)	\$150	
☐	Audio Technician (Funeral/Other)	\$100	
☐	Fellowship Hall Sound System (with tech)	\$50	
☐	Janitorial (<100 people)	\$100	
☐	Janitorial (>100 people)	\$150	
☐	Building Supervisor	\$20/hr	
☐	Nursery Attendant	\$25/hr	
REQUIRED			
☐	Damage Deposit	\$150	

AGREEMENTS

_____ (initial) I have read and agree to abide by Buffalo Presbyterian Church's Building Use Policy. I will communicate these provisions to all event planners.

_____ (initial) I understand that total costs will be emailed to me within two weeks of submitting this application and must be paid at least two weeks prior to the event.

Signature (Applicant): _____ Date: _____

Signature (Church Personnel): _____ Date: _____

Please return this agreement and requested damage deposit to:

Buffalo Presbyterian Church, Attn: Administrative Assistant, 507 Calder Ave NE, Buffalo, MN 55313

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

(For office use only)

Event Name/Date: _____

Session approval needed for weddings, funerals, worship services, and for-profit rentals.

Approved by Session on: _____

Completed facility use agreement received: Date Received _____ Staff Initials _____

- ☐ Copy of completed Facility Use Agreement given to the applicant.
- ☐ Costs e-mailed to the applicant within 2 weeks
- ☐ Copy of completed Facility Use Agreement given to Pastor

Personnel / Staff Contacted

- | | | |
|-----------------------------------|--|--|
| ☐ Pastor | ☐ Vocalist | ☐ Building Supervisor |
| ☐ Organist | ☐ Sound Technician | ☐ Nursery Attendant |
| ☐ Pianist | ☐ Livestream Technician | |

Event Fees / Member Donations Received: \$ _____ Staff Initials _____ Date Received _____

Code Application and Code Distributed to _____ Date: _____