

**Community Presbyterian Church**  
**APPLICATION AND PERMISSION FOR USE OF FACILITY**

Date Facility Requested: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Start Time: \_\_\_\_\_ AM / PM

End Time: \_\_\_\_\_ AM / PM

Name of Requesting Organization: \_\_\_\_\_

Non-Profit? Yes / No      Proof of Non-Profit Status: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_      Number Attending: \_\_\_\_\_

Space to be used:    Indoor only                      Combination of indoor/outdoor

Person Making Request (responsible for event): \_\_\_\_\_

Address: \_\_\_\_\_

Work #: \_\_\_\_\_      Cell #: \_\_\_\_\_      Home #: \_\_\_\_\_

Email: \_\_\_\_\_

Room/Space Requested:

- Great Room/Kitchen
- 1 Classroom
- Other \_\_\_\_\_

Great Room Equipment:

Tables	How many?	_____
Chairs	How many?	_____
Other:	Specify:	_____

**Renters must provide OWN sound system. Church system is not available for rentals.**

**Hours: Monday – Friday, 8:00 AM to 10:00 PM; Saturday, 8:00 AM to 10:00 PM (with an additional fee); Sunday 2:00 PM to 10:00 PM as available.**

I have received a copy of the church's Fee and General Policies regarding use of the facilities and agree to abide by them. I will take responsibility for our group while using the facilities and will see that all guidelines are followed.

I understand that any mess or debris left behind will be deducted from my deposit to cover the cost of cleaning. By signing this document, I understand that this is a binding agreement between myself and Community Presbyterian Church. I have read and agree to the terms stated in this agreement.

\_\_\_\_\_  
Signature of person responsible for event

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## FACILITY USE FEES

Revised May 2014

	<2 hrs.	>2 hrs.	>4 hrs	>8 hrs.	<2 hrs.	>2 hrs.	>4 hrs	>8 hrs.
Church Member	NO Fee	NO Fee	NO Fee	NO Fee	NO Fee	NO Fee	NO Fee	NO Fee
Non-Profit	\$50.00	\$100.00	\$200.00	\$250.00	\$15.00	\$30.00	\$50.00	\$50.00
All Others	\$75.00	\$150.00	\$300.00	\$350.00	\$25.00	\$50.00	\$75.00	\$100.00
	Great Room/Kitchen				Classroom			

**\$50 surcharge for Saturday rentals**

**NOTE: A \$500 Security Deposit is due for all users no later than two (2) weeks prior to the event. See General Policies. Your reservation is not considered secured until we have your deposit check in hand.**

Group: \_\_\_\_\_

Person Making Request (responsible for event): \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Cost to group requesting use of facility \$ \_\_\_\_\_

NOTES:

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\_\_\_\_\_

\_\_\_\_\_

**Community Presbyterian Church**  
**3705 55<sup>th</sup> Street NW, Rochester, MN 55901**  
**Phone: (507) 280-9291 Email: [office@cpcrochester.org](mailto:office@cpcrochester.org)**  
**Website: [www.cpcroch.org](http://www.cpcroch.org)**

**FOR OFFICE USE ONLY**

Use Request Approved    yes / no    Approved by \_\_\_\_\_    Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Description of requested use: \_\_\_\_\_

Rooms / Hours: \_\_\_\_\_

Total rental fee to group:    \$ \_\_\_\_\_    Key picked up:    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RENTAL FEE:

Amount: \$ \_\_\_\_\_    Check No. \_\_\_\_\_    Date of Check \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SECURITY DEPOSIT:

Amount: \$ \_\_\_\_\_    Check No. \_\_\_\_\_    Date of Check \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Key Returned to CPC \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Deposit Returned to Renter \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## GENERAL RENTAL POLICIES

1. A \$500.00 Security Deposit is due no later than two (2) weeks prior to the event. The deposit will be returned to the renter following the event, minus excessive cleaning costs, or repair of damage to the facility or grounds.
2. Renters are expected to clean up the rented space after they are done using the church building or property, including sweeping and mopping floors as needed, throwing trash away, cleaning up food spills and stains, etc. In the event that the rented space is NOT left in its pre-rental condition, a percentage of the Security Deposit will be deducted to cover the costs of returning the room to its pre-rental condition.
3. If anything is not left in pre-rental condition, and all or part of the Security Deposit is withheld, future rentals will be probational or denied.
4. Renters will be charged for any broken or damaged equipment, including carpet stains, broken glass, library books, tables, chairs, landscape items, other property, or water damage. Charges for the cost of repair/replacement will be deducted from the Security Deposit.
5. Costs for the removal of more than 4 bags (30 gallon) of garbage left by the renter in the dumpster will be deducted from the Security Deposit.
6. Food is to stay in the kitchen and Great Room.
7. Nothing is to be attached to the walls in any of the rooms.
8. All doors and windows must be shut and locked before leaving.
9. If the renter requests that snow be removed for their event, all snow removal needed for the sole purpose of that rental event will be charged to the person or group conducting the event. Community Presbyterian Church is not responsible for snow removal related to a rental event.
10. Community Presbyterian Church and Children's Place Nursery School will not be held responsible for accidents or incidents taking place within the church building or on church property, including the playground and parking lot. Community Presbyterian Church and its insurance provider will be held harmless.
11. Permission for any ongoing event must be approved by Session, in consultation with Children's Place Nursery School.
12. The rental must be on the church calendar (date, time, and rooms wanted) prior to the event. Please call the church office to schedule an event. Any change, including cancellations, should be reported at least one (1) week prior to the date of the rental. The church will notify the renter if there is a conflict.
13. In scheduling, church and Children's Place Nursery School events take priority. Funerals and weddings shall have priority over previously scheduled uses by outside groups. Scheduling should be done through the church office or the pastor. All requests shall be

subject to the by-laws and approval of Community Presbyterian Church through its Building and Grounds Committee.

14. Should ongoing events develop problems for Community Presbyterian Church or Children's Place Nursery School, a one-time warning will be given. Subsequent problems will result in loss of church use privilege indefinitely.
15. If a renter decides to cancel a weekend rental, the event must be canceled by Thursday at 9:00 a.m. or a cancelation fee of \$50 will be assessed.
16. The church must have the name and daytime phone number of the current contact person for the rental. Please notify the church office if there is a change or concern.
17. Use of the nursery is by special permission only. The renter is responsible for overseeing children in their group. Children **MUST** have adult supervision throughout the building.
18. No alcoholic beverages shall be brought in or consumed on the premises.
19. No smoking is permitted on property.
20. Thermostats will be set for all events by a representative of the church. Thermostat covers are locked.

**Community Presbyterian Church**  
Damages for Facility

Individuals who have previously damaged property will require pre-approval to rent/schedule usage of the facility. If approved, please increase deposit amount in advance of re-renting to these guests.

If guest name is reported more than twice, the privilege of renting our facility or premises will not be re-extended to that guest.

Name/Organization: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Damages:**

- Doors unlocked and/or left open
- Windows unlocked and/or left open
- Grounds
- Bathrooms
- Floors
- Walls
- Offices locked
- Kitchen
- Classrooms locked except 1 in use
- Other \_\_\_\_\_

**Notes:**

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\$ \_\_\_\_\_ have been withheld from the deposit to cover:

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Facility inspected after event by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_