

FACILITY RENTAL APPLICATION

First United Presbyterian Church
Charlotte, NC 28202

Full Name	
Address	
E-mail	
Phone	Cell _____ Home _____ Work _____
Credit Card	Type Card _____ Card # _____ Expiration _____ Security Code # _____ Name on Card _____
Organization	
Type of Event (please describe)	
Dates & Times	Start Date of Rental: _____ Time _____ End Date of Rental: _____ Time _____
Frequency	____ Monthly When _____ ____ Weekly Which day(s) and times _____ ____ Daily M-F or 7 days a week _____ ____ Other Describe _____
Total Hours Contracted	
Contracted Fees per Month	\$ ____ Amount due each month (fee to be paid by 7th calendar day of contracted month)
Security Deposit	\$ ____ Amount due (one-time payment per room rented)
Room(s) or Area(s) Included in Rental	1 ____ Sanctuary – 200 people (plus ~20 people in choir loft/organist area) ____ Fellowship Hall – 150 people ____ Library – 15 people ____ Classrooms – 10-20 people, depending on size of room (Note: Separate rental fees required per room/facility area. If the Fellowship Hall is rented, access to restrooms in the Education building will be provided as part of the rental with no additional fee.)
Expected Attendance	Expected Number of People (Adults & Children) _____
Time	Open Building _____ Close Building _____

Applicant Confirmation & Signature

The undersigned must be at least 21 years of age and assumes liability and responsibility for any and all breakage, loss, or damage to the buildings or their contents occurring during (or incident to) its use by the group, or as a result of any windows or doors being left open or unlocked before, during or after use.

I understand and agree to all the conditions itemized in this contract and the FUPC Guidelines. I have thoroughly reviewed and agree to the charges and the provisions detailed in the contract and FUPC Guidelines.

I understand all provisions of this agreement and understand that this is a legal agreement between FUPC and me.

Failure to comply will result in the loss of rental privileges and/or payment for damages to the buildings and their contents (which could exceed the security deposit).

I understand my credit card will be charged to cover damages, janitorial fees, etc. if I do not cover these charges via a valid check or money order (drawn from a financial institution chartered in the United States) made payable to First United Presbyterian Church.

All cash transactions must receive receipt at time of payment.

Applicant information must be completed in full prior to signing this agreement

Signature _____

Date Signed _____

Deposit Made by: Cashier's Check Cash Credit Card Money Order (circle)

Received/Witnessed for FUPC by Name: _____ Date: _____