

**FIRST PRESBYTERIAN CHURCH**  
**1103 GRAND AVENUE- ASTORIA, OREGON 97103 (503) 325-1702**

**FELLOWSHIP HALL USE AGREEMENT**

The First Presbyterian Church of Astoria, Oregon, offers its facilities to outside groups for meetings or events compatible to our church mission. The Session (our Church Governing Board) evaluates requests and reserves the right to adjust compensation and/or content, or to refuse the same. Outside insurance may be required.

**THEREFORE, THE RESPONSIBLE PARTY AGREES TO THE FOLLOWING STIPULATIONS:**

Our church policy requires that our custodian collapse and put away all chairs and tables in the Fellowship Hall, as well as resetting them according to the Day Care specifications. Intermittent set-up and clean-up are the responsibility of those using the facilities for an event. Our custodian is available to do this, per fee, if specific arrangements are made through our offices prior to the event. In addition, we require a fee of \$6.00 for every 55-gallon bag of event-related refuse we remove from the premises. A refundable key/cleaning deposit of \$100 is required to secure the building and covers custodian cost.

We also have individual rooms available for smaller gatherings. A refundable key/cleaning deposit may be required.

**PLEASE CIRCLE THE SPECIFIC SERVICES YOU ARE REQUESTING:**

SANCTUARY	\$500.00
CUSTODIAN	\$ 10.00/hr. (This amount is Deducted from the deposit)
HALL & KITCHEN	\$300.00
KITCHEN (ONLY)	\$100.00
PARLOR (ONLY)	\$ 50.00
CHRISTIAN RESOURCE ROOM	\$ 50.00
REFUSE DISPOSAL	\$ 6.00 PER 55-GAL BAG-PAID FOR OR BILLED AFTER THE EVENT

Prices are subject to change at the Discretion at the Governing Board

**SPECIAL REQUEST:** \_\_\_\_\_

**ORGANIZATION OR PERSON NAME:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**DATE AND TIME NEEDED:** \_\_\_\_\_

**ESTIMATED ATTENDANCE:** \_\_\_\_\_ **INSURANCE REQUIRED:** \_\_\_\_\_

**KEY/CLEANING DEPOSIT:** \_\_\_\_\_ **TOTAL DONATION:** \_\_\_\_\_

**ADDRESS AND PHONE OF RESPONSIBLE PERSON(S):**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF RESPONSIBLE PARTY**

**FIRST PRESBYTERIAN CHURCH OF ASTORIA  
BUILDING USE AGREEMENT**

**We ask that you observe the following:**

- ❖ The Fellowship Hall is normally in use until 3:15 on weekdays. No event or preparation for an event will start before that time without specific arrangements through the office.
- ❖ Food and/or beverages are not allowed on carpeted areas.
- ❖ Absolutely no smoking or alcoholic beverages are allowed on the premises at any time.
- ❖ Children under the age of 13 years are not allowed in the kitchen at any time. The kitchen has been certified by the City of Astoria Health Department. This age limit is an element of that status.
- ❖ Children and/or guests are limited to areas specifically requested in the building use agreement for a designated event. Roaming through unspecified areas is not allowed.
- ❖ Children are not allowed on the stage/platform area in the Fellowship Hall.
- ❖ Children are not allowed to play in the adjacent garden area east of the Fellowship Hall.
- ❖ As the Fellowship Hall is located in a residential area, we request that groups using the facility maintain acceptable decorum, noise levels, parking courtesy and respectful behavior toward our neighbors.

**As a personal and/or organizational representative, I understand and agree to comply with these stipulations.**

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**Signature of responsible party**

**Approved by Session:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised 07.10.07