

First Presbyterian Church
 402 N. Ship Street – Portland, Indiana 47371
 260-726-8462 Fax: 726-3376

Contract for Building Use/Rental

Purpose for Rental	Non-Member Fee	Member Fee	Required Custodial Fee
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I. Weddings	\$300	0	\$100
Ministerial Service	\$300	0 (see # 3 below)	---
Organist	\$100	\$50	---
(plus mileage – 46 miles x’s 40.5 cents per mile)			
Secretarial Fee for Programs - \$25.00			

Weddings with Receptions in Fellowship Hall

	\$425	0	\$200
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Rehearsal Dinners in Fellowship Hall – Custodial fee of \$25.00 minimum

II. Non-Profit & Recitals

	0	0	\$25.00 minimum fee
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1. **Groups using the church are responsible for proper Christian conduct and respectful use of all facilities and equipment.** The group shall confine its members, guests and children to the rented areas. The person making the arrangement for the facility is responsible for leaving the facilities as they were before use.

2. The facilities are to be scheduled through the church office, and **fees are to be paid 2 weeks in advance.** Scheduling or arrangements may need to be modified in the event of an unexpected congregational commitment, e.g. funeral.

3. There is no fee for ministerial services for church members; however, honorariums will be accepted. The church organist must be given the right of first refusal for all weddings.

4. Equipment is not to be taken from the church.

5. No birdseed, rice, confetti, or glitter may be thrown inside or outside the church.

6. No pianos, pews or pew screens are to be removed or moved unless approved by the Session. Custodial fee is determined case by case.

7. When candles are needed, use only those supplied by the church.

8. There will be no smoking or drinking of alcohol or use of illegal drugs on church grounds or in the building.

9. Final approval for building use is dependent upon the receipt of all required fees and final approval by Session.

I UNDERSTAND the above conditions and desire to use the facility on the following dates: _____

SIGNED: _____

ADDRESS: _____

TELEPHONE: _____

Useful information about the church, which could be helpful to you in your planning, may be found on the back of this page. (Revised 05/05/05)

FACILITIES OF THE FIRST PRESBYTERIAN CHURCH

- ❖ Air-conditioned
- ❖ The church is a handicap-accessible facility
- ❖ Approximate seating capacity: Sanctuary, 175; Chapel, 50.
- ❖ Candles: We can furnish 2 candleabras and 10 pew-end candles. **All candles are supplied by the church.**
- ❖ The length of the sanctuary center-aisle is 45 ft. long.
- ❖ Instruments: Goulding and Wood Pipe Organ
Steinway Grand Piano
Yamaha Clavinova
- ❖ Fellowship Hall with Catering Kitchen – seating capacity is approx. 120

Upon receiving this application, it will be submitted to Session by the Clerk at the next scheduled meeting and notification will follow by the secretary.

Session Action: Approved Not approved

Additional comments _____

Signed: _____ Clerk of Session Date: _____