



First Presbyterian Church of Fairbury

101 East Elm Street

Fairbury, IL 61739

815-692-2963

815-692-3080 (fax)

fairburypresbyterian@route24.net

Friendship Room Request Form

*Use of the Friendship Room must be approved by Session. Please fill out the Friendship Room Request and return it to the Church Office (either during office hours or place in the Church Office mailbox). The Office will contact you to let you know if the Friendship Room is available on the requested date. **Please see the attached "Rules governing the church" form for fees and rules governing the use of the church.***

Event Type _____

Contact Person _____

Phone Number _____

Email Address _____

Date(s) Requested _____

Start Time _____ End Time _____

Briefly describe what the room will be used for _____

Do you need a key to the front door? Yes No

Agreement: I have read and agree to the "Rules governing the church" and agree to pay the fee for use of the Friendship Room on or before the date of the event.

Signed _____ Date _____

Office Use Only

Approved by Office on _____ Approved by B&G on _____ Approved by Session on _____

Fee Amount _____ Paid by _____ on _____

Key # _____ given to _____ Phone _____

Date Checked Out _____ Returned on _____

Rules governing the church.

I. Members will have use of the facilities for personal non-church functions upon payment of \$20.00.

II. Non-members and non-church organizations using the Friendship Room and/or kitchen for non-church purposes will make payment to the church treasurer, in accordance with the following rates:

1. Rental of the Friendship Room alone - \$25.00
2. Rental of the kitchen and its equipment - \$25.00
3. The above fees are to be paid prior to or at the time the building is used.
4. Service organizations – no charge
5. All uses and fees are subject to Building and Grounds Committee or Session approval.

III. Miscellaneous:

1. All young people's groups and parties must be properly chaperoned by adults.
2. No eating or other messy projects to be done on carpet covered areas unless carpeting is carefully covered, other than in the Friendship Room.
3. Memorial flowers are to be put up and taken down only by designated persons.
4. There will be no charge for funerals, funeral dinners or luncheons for our parishioners.
5. Church groups sponsoring money-making projects involving the general public will help in setting up and replacing tables, chairs and equipment and in cleaning up after with no charge for custodian.
6. Other uses not covered by the above must be approved by Session.

IV. Wedding: In Sanctuary

1. Member Weddings – \$50.00 custodial fee
2. Non-member Weddings (full wedding) - \$50.00 custodial fee

V. Scheduling conflicts:

1. The commitment the church has made with any non-church function is given with a clear understanding that in the event of a conflict with any church function (i.e. funeral, VBS, etc.) the church function will take priority.