

**BUILDING USE APPLICATION**

Request is hereby made for use of the FPCRO facilities as follows:

Individual/Group:			
Event/ Purpose:			
Room(s) and/or Space(s) Requested:			
Setup Information/ Equipment/ Additional Needs:			
Date(s):			
Building Access Time(s):	from		to
Event Time(s):	from		to
Expected Attendance:			
Responsible Party:			
Address:			
Cell/Home Phone:		Work Phone:	
Email Address:			

I have been informed of and understand the basic conditions of use of church facilities and shall follow them. I may upon request receive a copy of the "A Grant of License" and "Revocation of License" which are on file at fpcro.org and in the church office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this request 90 days prior to the event to:**

**FPCRO, Attn: Church Administrator, 529 Hendrie Boulevard, Royal Oak, MI 48067, or  
 kperuski@fpcro.org**

*(Do Not Write Below This Line — Office Use Only)*

Date Received: \_\_\_\_\_ Cleared on Calendar: \_\_\_\_\_ Church Admin. Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Fees: \_\_\_\_\_ Comments: \_\_\_\_\_

### BUILDING USE FEE SCHEDULE

	Non-Member	Member
	Four Hours/Add'l Hours	Four Hours/Add'l Hours
<b>Minimum Room Charge</b>	\$40.00 / \$10.00	\$35.00 / \$10.00
<b>Multi-Purpose Choir Room</b>	\$125.00 / \$45.00	\$120.00 / \$45.00
<b>Fireside Room and Kitchen</b>	\$150.00 / \$45.00	\$130.00 / \$45.00
<b>Fireside Kitchen</b>	\$50.00 / \$20.00	\$45.00 / \$20.00
<b>Kirkman Fellowship Hall</b>	\$250.00 / \$45.00	\$225.00 / \$45.00
<b>Kirkman Fellowship Hall Kitchen</b>	Negotiated	Negotiated
<b>Chapel</b>	\$100.00 / \$45.00	\$80.00 / \$45.00
<b>Sanctuary*</b>	\$250.00 / \$50.00	\$200.00 / \$50.00

\*This charge does not apply to the wedding/funeral fee schedules in place.

**NOTES:**

- Evening events must end at 11 pm.
- *Minimum Room Charge* covers access and room use only. It assumes use during regular church programming day/evening hours. Additional charges may be applied if the facility is opened for the exclusive use of an external group, and if actual costs are incurred above the applicable base charge.
- These costs are for single rentals. Fees for recurring facility rentals will be negotiated as part of their annual commitment for use contract.
- Fireside Kitchen use is included in the cost of renting the Fireside Room. This includes basic facility use and includes appliance use such as coffee maker, refrigerator, and microwave and stove for re-heating. It assumes disposable products provided by user. Full-service meals involving a licensed food handler will be on an as-negotiated basis.
- Chapel/Sanctuary charges exclude the use of pipe organ or piano. The use of these musical instruments is restricted to church staff; permission for use must be negotiated separately.