

BUILDING USE APPLICATION

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

Individual/Group:			
Event(s):			
Purpose:			
Room(s) and/or Space(s) Requested:			
Additional Needs / Special Requirements:			
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 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

(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
	Partial Day / Full Day	Partial Day / Full Day
Minimum Room Charge	\$40.00 / \$80.00	\$30.00 / \$60.00
Multi-Purpose Choir Room	\$80.00 / \$120.00	\$60.00 / \$90.00
Fireside Room	\$70.00 / \$110.00	\$60.00 / \$90.00
Fireside Kitchen	\$50.00 / \$100.00	\$38.00 / \$75.00
Kirkman Fellowship Hall	\$200.00 / \$500.00	\$150.00 / \$375.00
Kirkman Fellowship Hall Kitchen	Negotiated	Negotiated
Chapel	\$75.00 / \$150.00	\$75.00 / \$150.00
Sanctuary*	\$200.00 / \$500.00	\$150.00 / \$375.00

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

Custodial Services	\$15.00 per hour (one-hour minimum)
Security	\$12.00 per hour
Cleaning Deposit	\$150.00 (with use of either kitchen facility)
Damage Deposit	\$50.00 (for all events)

NOTES:

- A *Partial Day* is defined as a scheduled four-hour program or less. 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 will 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.
- *Custodial Services* is a per-hour charge for set-up/clean-up costs incurred outside of the normal custodial schedule; costs for recurring facility users will be negotiated as part of annual commitment for use.
- Kitchen charges are in addition to basic facility use and include minor appliance use such as coffee makers, and assume 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.