

**FIRST PRESBYTERIAN CHURCH
P O BOX 165 330 WEST MAIN ST
Richmond, Kentucky 40476
859/623-5323**

Telford House 252 Summit St.

Facility Usage Form

Date _____ Name of Group _____

Requesting Individual – Name _____ Phone _____

Address _____

Date(s) facility needed _____ Times _____

Type of Activity _____ Approx. Attendance _____

NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED

The First Presbyterian Church Facilities are for the religious, recreational, social and educational needs of the church and the community. The church reserves the right to decide what constitutes proper use of the facility. The church reserves the right to cancel any usage agreement.

The person signing as responsible party will be held personally accountable for the actions of all group members using the facility. This applies to activities occurring inside of the building or in parking lots or on surrounding grounds. The person signing this form assures that they have read and understand the “Rules for Facility Use” and agrees to enforce those rules to their groups.

The facility usage fee is required in advance and can be paid at the church office between the hours of 9:00 a.m. and 4:00 p.m. on Monday through Thursday and from 9:00 a.m. to 12:00 p.m. on Friday.

I have read and understand the rules for facility use. _____ (Initials)

I personally accept responsibility for actions of my group. _____ (Initials)

Signature of Responsible Individual _____

Approved by _____

Usage fee _____

Key/cleaning deposit (returnable upon return of key & inspection) _____