

# FACILITY USE REQUEST FOR ST. PETER THE FISHERMAN EPISCOPAL CHURCH (SPTF)

<b>GROUP/ORGANIZATION NAME:</b>	
<b>CONTACT NAME:</b>	<b>Phone Number(s):</b>
<b>EVENT LEADER NAME:</b> (If different)	
<b>EVENT/ACTIVITY:</b>	<b>Estimated number of people:</b>

<b>DATE(S):</b>	<b>Day(s) of the Week:</b>
<b>ALTERNATE DATE:</b>	Recurring Event?                      Weekly                      Monthly
<b>Set up Start Time:</b>	<b>Event Start Time:</b>
<b>Clean Up End Time:</b>	<b>Event Stop Time:</b>

<b>Room Needs:</b> Sound, audio/visual, janitorial, tables, chairs, (more specifics on next page if needed)	<b>Church Rooms Needed:</b> Sanctuary            Nursery            Kitchen Conference Room Library            Meeting Room            Volunteer Office Back Deck  <b>Parish House Rooms Needed:</b> Kitchen Area            Top-Most Meeting Room Sunday School Rm 1            Sunday School Rm 2            1st Flr Meeting Rm St. Francis Chapel            Whole House  <b>Notes:</b>
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<p>If children less than 18 years of age will be at the facility, even when their parents are also present, it is required for SPTF member and ministry events that at least two adults per 10 children will supervise the children during the event. Your event will not be approved unless adherence to this policy can be assured.</p> <p>Will minor children be present?            <b>Yes</b></p> <p><b>No</b>    If yes, I certify that adults will supervise children</p>	
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After the application has been submitted, you will be assigned a Point of Contact (POC) for this event and your POC will contact you within 2-3 days. After review of your application, the POC will let you know when your event has been approved. The POC will also help you with the details of your event, answer your questions regarding the facilities and coordinate a pre-event tour if needed.

A certificate of insurance from your insurance company must be sent to the parish office prior to the event. A refundable Security Deposit of \$100 is required from all groups not affiliated with SPTF.

**PLEASE RETURN TO:**

**St. Peter the Fisherman Episcopal Church  
4220 Saxon Drive, New Smyrna Beach, FL 32169  
(386) 428.7383 ~ FAX (386) 428.9675**

These facilities are a gift from God. Please treat them with respect.

### **Facility and Furniture Use Agreement**

We agree to...

- 1...use SPTF facilities only for the purpose and times stated on this application.
- 2...keep church owned furniture and equipment on the premises.
- 3...supply your own consumables such as snacks, cups, tableware, etc.
- 4...notify the church of any problems or hazardous conditions.
- 5...respect other groups who may be on the premises at the same time as your activity.
- 6...supervise children at all times. (Non SPTF users must provide insurance with Child Protection coverage naming SPTF as "additionally insured" during the duration of the event.)
- 7...transport and remove activity supplies and property each session, unless given special storage privileges.
- 8...replace or repair any broken items that go beyond normal wear and tear.
- 9...return items to their original locations, turn off coffee pots, close windows, lock doors, set thermostats as per posted directions and secure the premises before leaving.
- 10..place all garbage in bags and all bags in large covered garbage containers in the garage or in the outdoor coral.
- 11..return all keys within 48 hours.

We agree NOT to...

- 1...engage in any fundraising activities while on SPTF property. (Free will offerings permitted)
- 2...use SPTF sound and visual equipment, unless we are trained to do so.
- 3...hold SPTF liable for any injury or damage that occurs on SPTF property.

Your group's representative is responsible for communicating these rules to the group. The conditions of this agreement may be revised or renewed on a periodic basis.

I hereby confirm that I am the authorized representative of the above group and I agree to comply with the terms of this agreement.

Signature of Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Date Request Received: Received by: _____ Room(s) available?      Yes      No Recorded on calendar?      Yes      No	POC for Event:  POC contacted AV person if needed?      Yes No
Event Type:      Church Ministry (includes weddings) Church Member Use      Non-Member Use Guest Church Use      Civic Group Use	
Entry Key given to contact:      Yes      No Key Return Date: _____ Notes:	