



## FACILITIES USE AGREEMENT FORM

First Presbyterian Church Covington, GA  
1169 Clark Street, Covington, GA 30014  
770.786.7321

Name of person making reservation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: (H): \_\_\_\_\_ (W): \_\_\_\_\_

(C): \_\_\_\_\_ Email address: \_\_\_\_\_

Name of group requesting use of facility, if applicable: \_\_\_\_\_

Group/event description: \_\_\_\_\_

Non-profit organization: Yes \_\_\_ No \_\_\_ For-profit Organization: Yes \_\_\_ No \_\_\_

Does your organization have general liability insurance with limits of liability equaling 1 million dollars?  
Yes \_\_\_ No \_\_\_ (Proof of Liability insurance is required for For-profit organizations/groups.)

Explain:

Church liaison: \_\_\_\_\_

Date of requested use: \_\_\_\_\_

Time of requested Use: from Start \_\_\_\_\_ to Finish \_\_\_\_\_

Approximate number of people: \_\_\_ Is it reoccurring? \_\_\_\_\_

Room(s) requested for use: \_\_\_\_\_

*(check all that apply)*

Fellowship Hall \_\_\_ Sanctuary \_\_\_ Kitchen \_\_\_ Playground \_\_\_ Garden \_\_\_

Classroom(s) \_\_\_ Number of classrooms (if applicable) \_\_\_ Number of tables (if applicable) \_\_\_

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### Fees\*:

Non-Profit one-time use \$0 \_\_\_\_\_

Non-Profit month fee - suggested donation \$50 \_\_\_\_\_

For-Profit one-time minimum fee - \$25 \_\_\_\_\_

For-Profit monthly fee - negotiated & approved by session \_\_\_\_\_

Fee for Sanctuary – minimum \$100 \_\_\_\_\_

Fee for Fellowship Hall – minimum \$100 \_\_\_\_\_

For-Profit – non-refundable reservation deposit \$50 \_\_\_\_\_

Please make checks payable to First Presbyterian Church. Space for the event will not be reserved on the church calendar until all fees have been paid. The balance due should be paid directly to the Director of Operations at least four weeks prior to the event date.

\* Fees may be waived by the Session when the facility is being used by a church member or charitable organization.

Email or fax form to: [catherine@fpccov.org](mailto:catherine@fpccov.org) FAX: 770-786-6596



## FACILITIES USE POLICY

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1169 Clark Street, Covington, GA 30014  
770.786.7321

All persons/groups must check with the church office to see if the date you wish to hold your activity is clear on the master calendar. Then you must fill out a Facilities Request form and turn it in to the church office. The Facilities Team will then take the request under consideration.

1. It will be the User's responsibility to obtain from the Church Office keys for access to the facilities and return keys to the Church Office after the event. One week in advance of the event, the User should contact the Church Office to confirm plans and to arrange for key pickup and the setting of the thermostat for heating and cooling. Neither the User nor participants in the scheduled event shall alter the settings of thermostats in Church facilities.
2. The User shall take appropriate measures to ensure that only the reserved areas are used by the participants in its program(s).
3. There will be absolutely no smoking in the Church facilities nor alcoholic beverages or controlled substances brought onto the premises.
4. The Church reserves the right to terminate any multiple use agreement with or without cause and for any reason or no reason if the Church in its sole judgment is not satisfied with the User's use of the facilities.
5. The User hereby agrees to indemnify and hold harmless the Church and all of its employees, members and staff of and from any and all liability and loss which the within use gives rise to for any reason whatsoever other than from the gross negligence of the Church, its members, employees and staff. The User shall immediately repair all damage to Church property arising out of its use of the Church's facilities.
6. Organizational ushers, just carry liability insurance with a minimum liability per Occurrence, limit of \$1,000,000. The user will provide a certificate of insurance to the church at least seven (7) days prior to the date upon which the user begins to use the premises. The certificate of insurance will indicate the church as "an additional insured" on the user's policy.
7. User shall immediately repair all damage to church property arising out of its use of the church's facilities.
8. For groups already in use of our facilities as of April 2022, their original contract is still valid. They may request moving locations within the church and/or change dates and times with approval from the church administrator.

**I have read and will abide by the terms of First Presbyterian Church's Facilities Use Policy and this Agreement:**

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Applicant's Signature

Date

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Clerk of Session or Pastor's Signature

Date of Approval

**\*This contract is not final or official until signed by the Clerk of Session or Pastor of First Presbyterian Church. Date WILL NOT be entered on the church calendar until this form with full payment is on record in the Church office. The Church Session, which meets monthly, must approve all facility use. Activities will NOT be contrary to the mission, purpose or belief of the owner, which is a biblically based religious institution. Any use of musical or sound equipment is subject to approval.**