

- Nothing should be attached to any wall (e.g., tape, tacks, nails).
- Damage to equipment or furnishings must be reported immediately to a Church representative.
- As the Church is a place of worship and ministry, appropriate behavior is expected.
- Any event that includes meal service is for invited guests only and not open to the public.
- Items containing peanuts or tree nuts, which may contain or be made in a facility containing peanuts or tree nuts, or any derivative products including but not limited to flours, oils, extracts, or flavorings are prohibited. Any exceptions must receive prior approval in writing from the Southport Presbyterian Church. By signing, you acknowledge receipt and understanding of the Restricted Food Products information sheet.
- Kitchen Use allows for the reheating and refrigeration of food. Kitchen Use does not include the use of church dishes, glasses, and silverware.
- As the person requesting the use of space, I have read, fully understand, and will adhere to the Southport Presbyterian Church Facilities Use Policy.

Signature _____ Date of Application _____

_____ **Alcohol use is requested. No persons under the age of 21 will be served.**

_____ **For youth or children: Signatory has received and will comply with the Safe Gathering Practices policy.**

_____ **\$100 deposit for Fellowship Hall or Sanctuary is included.**

FACILITY USE FEES

Fellowship Hall for 4 hours or less (no food service or use of kitchen)	\$200.00
Fellowship Hall for more than 4 hours	\$400.00
Fellowship Hall and Kitchen – 50 people or less	\$300.00
Fellowship Hall and Kitchen – more than 50 people	\$600.00
Meeting Room (without use of kitchen)	\$50.00
Meeting Room and Kitchen	\$75.00
Nursery	\$50.00
Sanctuary	\$0
Event Cleaning Fee (Sanctuary and/or Fellowship Hall)	\$100.00
Rental of Meeting Owl	\$100.00
Use of Audio-Video equipment in Fellowship Hall	\$150.00

Fee Guidelines:

- There is no facility use fee for Church programs (See application for Church Programs/Activities).
- There is no facility use fee for SPC Mission Based Not-for-Profits.
- The fee for Not-for-Profit organizations to be determined on a case-by-case basis by the SPC Facilities Management Team.
- A \$100 Security Deposit is required to reserve the Sanctuary or Fellowship Hall with or without the use of the Kitchen and there is a \$100 event cleaning fee.
- Total facility use fees are required two weeks prior to the date of event.
- The Security Deposit is refundable if the event is cancelled at least two weeks prior to the event date and after the event if the provisions in the Facilities Use Policy have been met.
- The Church reserves the right to charge additional fees for extended time of usage beyond that designated in the Facilities Use Application or for unanticipated clean-up.
- The Church reserves the right to reduce or eliminate fees for events or organizations that correspond with the mission of the Church.

Please print out and submit all three pages of the application.

Information below this line is to be completed by Southport Presbyterian Church

Date received _____ Date approved _____

Facility Team Representative Signature _____

(For wedding use) _____

Clerk of Session

Date of Session Meeting

(For children and youth) _____ Safe Gathering policy signed and received

Fees required _____ Deposit received

Rev. 6/14/2024