

THE PRESBYTERIAN CHURCH OF JACKSON HOLE

Attention: Cindy Dahlin
PO Box 7530, 1251 South Park Loop Road
Jackson, WY 83002
(307) 734-0388 Fax (307) 734-0220

Facility Use Request

All groups or organizations wishing to use any or all of the church facilities or property are required to complete this form and to agree to the conditions on this form. Any individual or group not in direct conflict with the tenets of the Presbyterian Church (USA) may apply to use the facility. The church reserves the right to decline any application.

Activity Date _____ Time Starting _____ Time Ending _____
(Including set-up & take-down time)

Name of Organization _____ Number of Participants _____

Contact / Responsible Person _____

Mailing Address _____ Physical Address _____
_____ Fax # _____

Daytime Phone _____ Evening Phone _____

Facilities Requested: Fees based upon a 3-hour min. use period /additional hourly rate as quoted

Fellowship Hall (Gym) and Lobby (\$300/\$75) _____ Sanctuary & Lobby(\$500/\$75) _____

Chapel & Lobby (\$250/\$50) _____ Small Classroom (3 available)(\$75/\$15) _____

Large Meeting Room / Youth Lounge (\$125/\$30) _____

Commercial Kitchen, see addendum (\$150/\$40) _____

Use of Audio/Visual Equipment (\$25/hour for technician) _____

Description of Activity _____

Certificate of Insurance ...YES / NO (circle 1) ** Additionally Named Insured Rider ...YES / NO (circle 1)

DAMAGE DEPOSIT: \$250.00 (Separate Check) (Facility request not firmly reserved until
damage deposit is received.)

TOTAL USE FEE \$ _____

(If all requirements are met, with respect to the Building Use Policy, the deposit fee will be returned to the Applicant.)

Presenter may be requested to submit a copy of their speech in advance to assure that their presentation is not in opposition to the doctrine of the Presbyterian Church of J.H.

BUILDING USE POLICY

It is our goal to use our building as a tool of faith in promoting Fellowship, Family and Community. Any individual or group not in direct conflict with the tenets of the Presbyterian Church (USA) may apply to use the facilities. The applicant will remember you are in God's house and we ask that you use it respectfully at all times.

1. **NO alcoholic beverages** are permitted in the building or on the grounds.
2. **NO smoking** is permitted anywhere in the building and only in the parking lot out outside. Cigarette butts must not be thrown to the ground or disposed of indoors.
3. All decorations must be pre-approved. Nothing is to be removed or altered without church permission, **including chairs in the sanctuary**. Banners, and other fixtures/decoration. may be covered but not removed.
4. **No nails, wires, tapes, adhesives, or screws may be used in placing decorations.**
5. **Candles** may be used **ONLY with written approval.**
6. **NO rice or confetti** may be used indoors or outdoors: flower petals may be used indoors, and birdseed may be used outdoors.
7. **NO helium balloons** may be released in the building.
8. The Contact/Responsible person must be present during the entire event.
9. All children and youth events must be adequately chaperoned for the entire event.
10. Those using the building and /or grounds are responsible for setup and cleanup. All items must be returned to their original places and rooms left clean and orderly. You will find a cleaning kit and vacuum in the Fellowship Hall closet. Please use only cleaning products furnished by the church. Any deposit fee may be held until proper cleanup is verified.
11. Activities must be concluded by 10:00 P.M. unless special approval is otherwise granted. Facility must be locked upon completion of use.
12. The Church is not responsible for any items left on the premises.
13. All fees must be paid in full at least 2 weeks before the event to secure the reservation.
14. Those using the building shall reimburse the Church for any resulting damage that exceeds the security deposit.

Thank you for faithfully adhering to these conditions.

I have read the Building Use Policy on both sides of this application and agree to all provisions. The facility user shall defend, indemnify and hold harmless the Presbyterian Church of Jackson Hole (PCJH), its agents, Pastors and other church officials, against and from any and all claims, costs, losses, damages, liabilities, causes of action, awards, judgments, expenses and attorney fees of whatever kind or nature incurred by the facility user and / or PCJH arising from or in any way connected to the facility user's use of the church facilities and property.

APPLICANT'S SIGNATURE _____ DATE _____

Return this form to Cindy Dahlin, PCJH Operations Manager
-For Office Use Only-

Application approved _____ Application declined _____
Date Confirmed _____ Deposit Received \$ _____ Date Received _____
Total Use Fee Rec'd \$ _____ Date Received _____ Damage Deposit Returned _____ Date Returned _____

Please return this form to office no later than 2 weeks prior to event.

KITCHEN RENTAL ADDENDUM

ANY USE OF KITCHEN MUST INCLUDE review and training of person designated as “responsible person” on the application for rental. Additional person(s) may be required to be included in this necessary step before rental of the kitchen facilities will be contracted. Rental fees are based upon a 3-hour minimum use period. Additional hourly rate as quoted.

FULL USE (\$75/\$45)

8 burner stove/ovens/grill
Convection oven
Dishwasher
Refrigerator/freezer – **ONLY** the large commercial unit, not the smaller consumer unit.
Microwave
Ice machine
Coffee Pots
Double sink in island
Dishes, utensils, cooking and serving equipment, etc.
Outdoor grill

- NO CONSUMABLES** may be used – you must bring your own!
- NO** crock pots or other heating or warming devices may be brought in to the kitchen.
- You must bring your own bleach to sanitize surfaces with, before and after use, along with the appropriate test strips.
- If food is being prepared for resale or distribution, you must obtain a Wyoming Food License from the Environmental Health Department, 307-733-6401. The PCJH kitchen is licensed as a Commercial Kitchen in Teton County, but you will also need to obtain your own license as well.**
- Applicant will leave kitchen clean, as found, with all dishes, utensils and cooking/serving equipment put away carefully. TRASH must be taken out to the dumpster. ALL APPLIANCES MUST BE TURNED OFF (refrigerator/freezer and ice machine excepted, of course!).**

PCJH Kitchen Use Agreement

Name of Event _____ Date of Event _____

Contact/Responsible Person _____ Phone _____

I agree to use the kitchen as contracted , and obtain all necessary licenses from the Teton County Environmental Health Department that are required.

I have read and understand the “Food Safety” packet and will abide by it’s guidelines.

Signature of Responsible Person _____ Date _____