



## Category of Group Applying for Use

Please circle the category that best describes your group.

### Category I

Congregational committees, congregational organizations, congregational programs, and activities sponsored by First Presbyterian Church as a regular part of its life, ministry, and mission are identified as Category I. These groups include but are not limited to the Session and its committees, the Board of Deacons, Presbyterian Women (and Circles), Presbyterian Men, Church School classes and programs, Youth Fellowship, First Presbyterian Child Development Center, and the Presbytery of Coastal Carolina.

### Category II

Members of First Presbyterian Church and their children applying as individuals or groups for personal use shall compose Category II. Such activities may include but are not limited to weddings, wedding showers and receptions, baby showers, birthday or anniversary celebrations, family reunions, and other similar occasions.

### Category III

Ecumenical and other church or community organizations which are non-profit and whose purpose is consistent with the mission of First Presbyterian Church shall compose Category III. Such groups include but are not limited to Salvation Army, American Red Cross, non-profit civic organizations, Habitat for Humanity, and school groups or activities.

# Weddings

If your rental is for a wedding, please complete the following:

Bride's Full Name \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Wedding Date \_\_\_\_\_ Hour \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Hour \_\_\_\_\_

Sanctuary \_\_\_\_ or Chapel \_\_\_\_

Reception at the Church? \_\_\_\_ Yes \_\_\_\_ No

If yes, then Harper Center \_\_\_\_ or McIver Fellowship Hall \_\_\_\_

Minister(s) conducting service \_\_\_\_\_

Organist \_\_\_\_\_

Soloist \_\_\_\_\_

Florist \_\_\_\_\_

Photographer \_\_\_\_\_

Caterer \_\_\_\_\_

Other \_\_\_\_\_

Is the Bride or Groom a member of First Presbyterian Church? \_\_\_\_ Yes \_\_\_\_ No

If no, is the Bride or Groom a child or grandchild of a member? \_\_\_\_ Yes \_\_\_\_ No

If yes, name of member and relationship \_\_\_\_\_

# Fees for Usage

## Category I

No fees or deposit will be charged for any Category I use of Church property.

Check	Area(s) desired for use:		Amount
	Cat II	Cat III	
___ McIver Fellowship Hall (3 hours)	\$100	\$200	_____
Additional hours	\$35	\$70	_____
___ McIver Kitchen to cater (no cooking)	\$50	\$100	_____
___ Harper Kitchen to cater (no cooking)	\$100	\$200	_____
___ Mike & Mary Harper Youth Center (3 hours)	\$200	\$350	_____
Additional hours	\$100	\$175	_____
___ Session Room (25 People)	\$75	\$150	_____
___ Wedding use of Sanctuary and Parlor-Members	Clean up Fee Only		_____
___ Wedding Use of Sanctuary & Parlor-Extended Family	\$250		_____
___ Wedding use of Chapel and Parlor-Members	Clean up Fee Only		_____
___ Wedding use of Chapel and Parlor- Extended Family	\$150		_____
___ Other _____	Fee _____		_____

### Clean-Up Fee (required):

___ Session Room	\$30	\$30	_____
___ Less than 50 people	\$75	\$100	_____
___ 50 or more people	\$125	\$200	_____
___ Table set up and take down (optional)	All Categories- \$3 per table	# _____	_____
___ Chair set up and take down (optional)	All Categories- \$0.50 per chair	# _____	_____
___ Linen (optional)	All Categories- \$0.65 per tablecloth#	_____	_____

**A fee of \$12/hour plus \$6 travel expense for a church representative on site for all categories.**

**Total Number of Hours** \_\_\_\_\_ x \$12.00 = \_\_\_\_\_ + \$6.00 = \_\_\_\_\_

\*Refundable Deposit \$200 \$250 \_\_\_\_\_

\*Going beyond time limit fee (per hour) \$150 \$250 \_\_\_\_\_

\*Deposit must be made with application for consideration.

Total Deposit Required \_\_\_\_\_

## Policies

Smoking, alcoholic beverages, weapons, or illegal substances are not permitted on or in church property at any time.

There shall not be any changes in the electrical wiring, lighting equipment, or public address system, nor shall stage equipment be changed or removed without the written permission of the church staff.

There shall be no nails, tacks, tape adhesives, or any other defacing device used on the floors, walls, or ceilings of the church facilities.

No facility use by group or individual in categories II, III, or may exceed 11:00 PM.

Church-owned equipment and furnishings such as tables and chairs shall not be removed from the church property. Any furniture moved to accommodate your rental should be returned to its original location before you leave.

All activities and functions should be of acceptable Christian morals and values.

The Harper Center Kitchen is available only for Church functions. Non-church events must be catered. Caterers shall provide their own plates and serving utensils.

All rentals must be approved by the Administrative Committee and the Session. It may take up to 30 days or longer to secure appropriate committee approval. The Session reserves the right to cancel any agreement more than 60 days before the rental.

The facility is available for the day of rental only. Set-up time for any event needs to be arranged with the Church office 7 days prior to the event.

All information on the Rental Application must be complete and truthful; otherwise the Session may cancel the rental without notice.

The refundable deposit is due with the application. The rental fee is due no later than 30 days before the rental date.

All food, trash, decorations, and any other items should be removed at the end of your rental. The areas should be clean and all furnishings returned to their original locations. Lights should be turned off before leaving.

Tables and chairs will be set up and taken down for you for a fee. You can avoid this fee by setting up and taking down the tables and chairs yourself.

The \$75 charge to use the Sanctuary and Parlor for weddings involving a member of First Presbyterian Church also applies to children and grandchildren of members.

Cancellations more than 30 days before the rental date will receive a 50% refund on the deposit. Cancellations 30 days or less before the rental date will receive a 50% refund on the deposit and the rental fee.