



**FIRST PRESBYTERIAN CHURCH**  
**TOMBALL, TEXAS**

**ROOM USE AGREEMENT**

Please Complete Entire Form

Name of Organization \_\_\_\_\_

Responsible Person \_\_\_\_\_

Non-Profit Status: \_\_\_\_\_ Federal ID No. \_\_\_\_\_  
(Attach IRS determination letter)

Address \_\_\_\_\_

Organization Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Organization's Purpose \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date of Request \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

(Dates may not be scheduled more than 90 days in advance, except with specific permission)

Will the event be recurring \_\_\_\_\_ ?

One time only    Monthly    Weekly    Multiple days



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**Which day of the week:**

- Monday  Tuesday  Wednesday  Thursday  Friday  
 Saturday  Sunday

**Room(s) Requested:**

- Sanctuary  Fellowship Hall  Fellowship Kitchen  Youth Room  
 Children's Classroom  Adult Classroom  Nursery (available only by special arrangement with the Church Administrator)

Anticipated Number of Participants: \_\_\_\_\_

Will a participant fee be charged?  Yes  No

Will food or drink be consumed?  Yes  No

**Special Needs or Requests:**

**Set Up Instructions:**



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### ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that occur as a result of this activity. I further agree that the church property will be used in accordance with the Rules and Regulation of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement. I have fully read and understood the Facilities Use Policy of the church. I also understand this is a first come, first serve agreement and WILL NOT BE GUARANTEED a room by submitting this form.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

VISA/MasterCard Number (REQUIRED): \_\_\_\_\_

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

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

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

<b>FOR OFFICE USE Only</b>		
<b>ROOM USE CATEGORY:</b>		
Request Approved	_____	
Request Denied	_____	
Agreed Upon Fees	_____	
Deposit \$	Date:	Check #
_____	_____	_____
Key Issued: Y	N	Key #
_____	_____	_____



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### **Release and Indemnity**

This Release and Indemnity Agreement is between the above-named organization and our church.

### **RECITALS**

- The church is the owner of the real property and improvement located at 30410 TX-249, Tomball, TX 77375 (“Property”)
- Organization desires to use property described above for meeting and other activities.

### **AGREEMENT**

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, elders, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence. Upon request Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

**First Presbyterian Church, 30410 TX-249, Tomball, Texas 77375**  
Phone 281-351-2199 / [www.fpctomball.org](http://www.fpctomball.org) /



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### Facilities Use Policy

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for fellowship and always to God's glory.

The facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with church's faith or moral teachings.

- 1. CHURCH PROPERTY** - Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Director of Administration. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
- 2. FACILITY CARE** - The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.
- 3. KITCHEN RULES** - Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster location. Church supplies are not to be used except by church sponsored activities.
- 4. PIANO USE** - Permission to use the piano, or other church owned instruments must be granted by the Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for moving and for tuning the piano after repositioning.

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5. **SOUND SYSTEM** - The sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the Director of Administration and may result in an additional fee. No other equipment may be attached to the church sound system without prior approval.

6. **NO SMOKING AND NO ALCOHOL USE ALLOWED** - All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the buildings and campus, including corridors, restrooms, and parking lots. Alcohol consumption is not allowed on the congregation property, including all buildings and outdoor areas.

7. **BUILDING USE** - All groups agree that they will ensure that all event participants leave the building after the event.

8. **RESERVATION TIME** - The reserved room/space may not be used before or after the approved timeslot – even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation. Final clean-up for events must be completed by 9 pm. If a group cancels an event for any reason, it must give 24 hour notice to the church office or forfeit activity fee.

9. **SUPERVISION OF CHILDREN AND YOUTH** - The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including the parking lot.
- Children and/or siblings of group members must stay with the group or under the care of additional adult supervisors.

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10. **FOOD AND DRINK** - Food and drink should be limited to designated areas. No food or drink is allowed in the Sanctuary. Anyone using the church property is responsible for cleaning after each use -- both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
11. **DECORATIONS** - Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. Please seek approval from Director of Administration for adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event.
12. **EMERGENCY SCHEDULING CONFLICTS** - The congregation reserves the right to pre-empt any facility use agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.
13. **STORAGE** - Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
14. **BREAKAGE** - All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the Building and Grounds Committee, has been carelessly or



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irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

**15. SECURITY** - The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.

**16. SAFETY** – For the safety and security of congregation and guests, FPCT prohibits certain items from being brought into the church building, unless specific permission is granted by Director of Administration or Senior Pastor.

- Guns & Firearms
- Martial Arts & Self Defense Items
- Bows & Arrows
- Explosive & Flammable Materials, Disabling Chemicals & Other Dangerous Items

**17. ATTIRE FOOTWEAR** – FPCT promotes a positive, healthy environment. It is expected that during sporting activities that participants dress appropriately. FPCT reserves the right to determine the acceptability. FPCT reserves the right to determine the acceptability of all exercise attire. Staff decisions concerning appropriate clothing will be final. Failure to dress properly may result in forfeiture of facility use. Clothing with offensive language, designs, or pictures is not acceptable.

Appropriate sporting activity attire is required at all times:

- a) Full-back, sleeveless shirts or full t-shirts covering the stomach.
- b) Shorts/pants must be worn for all activities. Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves.
- c) Non-black, soft soled, closed toe athletic shoes must be worn in the Multi-Purpose Room; preferably a pair of clean, dry shoes not used outdoors (dedicated shoes).
- d) Studded belts, metal zippers, etc. are prohibited as they may cause damage and pose a risk

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e) Jewelry which may cause damage or pose a risk of injury should be removed.

### FEES FOR FACILITY USAGE\*

ROOM	Church Mission	Non-Church Mission
Security Deposit	\$50	\$75
Sanctuary	\$250	\$500
Fellowship Hall		
Without Food	\$250	\$500
With Food	\$375	\$690
Kitchen		
Catering (no cooking)	\$60	\$80
Classroom/Meetings	\$90	\$100
Media	\$60	\$90
Custodial	\$90	\$90

- All fees for use shall be paid in advance to FPCT. *Some fees may be waived or reduced at the discretion of the SESSION and/or the Property Committee.*
- Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (48) hours prior to scheduled usage.

\*Fees subject to change without notice.



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### **Pre-Nuptial Policies**

### **Wedding Policies and Procedures**

FPCT rejoices in the opportunity to minister to a couple at one of the most important moments in their lives. We see our building as an instrument of God's grace because it can provide a place for the couple to make a lifelong covenant to each other. We see our pastor as a vessel of God's love because she can walk alongside this couple as they prepare for a lifelong commitment and then be the one to officiate as they share their vows with each other.

On behalf of the congregation, the Board of Trustees is charged with the supervision, oversight and care of all real property owned by the local church. The trustees have established policy to help carry out their directive, to define the pastor's role, and to make sure our church will remain a welcoming place for future weddings (see FPCT "Facility Use Policy" above)

### **Pastoral Requirements**

1. Every couple wanting the current pastor to perform their wedding must meet with the pastor a minimum of two separate times. These premarital sessions are a time to plan the ceremony and prepare for a lifetime commitment.
2. Premarital sessions are scheduled through the pastor.



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3. Any party wishing to book a wedding in our facility must complete and return a Room Use Agreement. The wedding must be scheduled through the church office to make sure there are no conflicts in building use.
4. Rooms will be made available for both the bridal party and the groomsmen for dressing at no extra charge.
5. Only the space requested and reserved may be re-arranged. No furniture is to be moved from other areas of the church and no furniture is to be stored in other areas of the church, furthermore the space used has to left in its original condition after the event. Exceptions to this policy must be cleared with the pastor.
5. No rice or birdseed may be used inside or outside the building.
6. The honorary to clergy counseling, piano player, technician and any other persons providing a service will be remitted directly to the person rendering that service.
7. All other rules, regulations and policies apply as presented in this Facilities Use Agreement.