FIRST PRESBYTERIAN CHURCH OF CANISTEO

SOMERS HALL

10 S. Main St, Canisteo, NY

607-698-2589 or email cpresbyterian1@verizon.net

**BUILDING USE AGREEMENT**

Please remember this is a religious facility and should be treated as such. The church reserves the right to allow or refuse the use of its facilities to anyone for any reason (i.e. schedule conflict, etc.) Smoking, alcohol, and weapons are not permitted on the grounds. If food is to be prepared on site, a permit from the NYS Health Department must be obtained. At this time, we are unable to set up tables and chairs for events so we request you make plans to do this.

**FACILITY COSTS**

Payment of a fee of $50 for the use of Somers Hall must accompany this form. For groups of 25 or less, this will constitute the full fee. Groups of more than 25 must pay an additional fee of $50 (for a total of $100) before the day of the event.

**CLEAN UP**

The facilities must be left in the same condition in which they were found. It is the responsibility of the person or organizations, not the church, to do all the clean up and trash removal. All trash is to be taken from the site by the user. Any charges for cleanup or trash removal done by the church will be reimbursed by the party renting Somers Hall.

**CHURCH PERSONNEL**

A person will be made available to you to open the hall, show you around, and inspect the hall afterwards and to lock up after the event.

**ORGANIZATION/PERSON SPONSORING THE EVENT**

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

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

Person in Charge of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Number of Attendees: Adults \_\_\_\_ Children \_\_\_\_

Signature of Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACILITIES TO BE USED**

Somers Hall \_\_\_\_ with kitchen \_\_\_\_\_

Lounge \_\_\_\_

Form revised in August 2021