Email this form to [fpcfred@netsync.net](mailto:fpcfred@netsync.net) or return it to the office at 219 Central Ave.

Date requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time of arrival \_\_\_\_\_\_\_\_\_\_a.m./ p.m. to \_\_\_\_\_\_ a.m./ p.m.

(include DAY of the week) (circle one) (circle one)

Name/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of persons \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested: Fellowship Hall \_\_\_\_\_ $90.00 per day Sanctuary \_\_\_\_\_\_ $140.00 per day

Occupancy 96 [Refundable until 72 hours before use] Occupancy 249

**Agreement** – My signature below indicates understanding, acceptance & agreement to comply with the rules of the church which include, but not limited to, the following:

1. Insurance: Provide a certificate of liability insurance which names ‘First Presbyterian Church’ as an additional insured in the liability section of your organization’s insurance policy. There should be no cost to you. Call your insurance agent, and they will send us a certificate. Agents are quite accustomed to such requests. **For individuals**: homeowners or renters’ insurance will show proof of liability insurance if there is damage done by anyone at the event and that person’s insurance will be used.

2. Kitchen: Due to restrictions of the Health Code, we cannot allow outside groups to use the dishware, cutlery, coffee maker or food supplies in the kitchen.

3. Set-up & Clean-up: Set-up is the responsibility of each group. Please leave the facilities neat and

clean. Please place trash in the trash can behind the white gate just outside the Fellowship Hall door by the kitchen. Replace any used tables and chairs in the storage closet, following the posted instructions. **PLEASE RECYCLE** all plastic, paper, glass, and tin in the marked bins under the table in the kitchen.

1. When closing, renters must adhere to and fill out the “Building Closure Protocol” form (see attached).

4. Please **do not use** the classroom or food pantry (the two rooms off the fellowship room)

5. SMOKING AND USE OF DRUGS OR ALCOHOL is **NOT PERMITTED**.

I, the undersigned, on behalf of the organization or individuals using church property, agree to be responsible for repair or replacement of damaged or lost property as well as cost of additional cleaning made necessary by our use of the facilities. We understand the property is a Christian facility and we will treat it with proper respect.

I/we have also read the First Presbyterian Church Fire Safety and Evacuation Plan on the back of this sheet. I/we understand the plan and will comply with the procedure outlined in Section D, “Emergency Evacuation Drills.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of authorized representative Date

Emergency Contacts: Rev. Holly Clark-Porter (302)530-3221, Jeff McMinn (716)467-0079

Amount of fee $\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received \_\_\_\_\_\_\_\_\_\_

**Fire Safety & Evacuation Plan** updated 1/20/24

Section I.  Applicability  
  
This plan, pursuant to Chapter 4 of the New York State Fire Code, applies to those portions of the church buildings that have an occupant load of 50 persons or more, other than occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000. Therefore, this plan applies to the Fellowship Hall. The Fellowship Hall is not occupied on a daily basis and is only occupied sporadically for functions of the church or when rented to outside groups.  
  
A copy of this plan shall be maintained in the kitchen of the Fellowship Hall for purposes of reference by those using the hall.  
  
Section II. Evacuation Plan  
  
**A. Evacuation Process:**In an emergency all occupants of the Fellowship Hall shall exit the building through the door on the east side of the hall leading to the patio or through the door on the west side of the hall leading to the parking lot. Upon exiting, all shall assemble on the grass behind the storage shed situated adjacent to Lambert Street Playground. The individual who has rented the hall shall be responsible, once assembled, to account for all occupants. There is no critical equipment that would require anyone to remain behind to operate, therefore all shall evacuate.  
  
The evacuation routes shall be posted in the Fellowship Hall, in each classroom adjacent to the Fellowship Hall, in the Fellowship Hall kitchen and in the Fellowship Hall storage room.  
  
**B. Notification of Fire or Emergency:**In case of a fire or other emergency, pull the fire alarm located in the Fellowship Hall. In the alternative, the individual who has rented the hall shall provide verbal notice to all occupants.  
  
In case of a fire, or other emergency that requires evacuation of the building, notice to the fire department or emergency response organization shall be made after evacuation is complete by telephone by dialing 911.

In case of an emergency that does not require evacuation, notice to the fire department or other emergency response organization shall be made by telephone by dialing 911.  
  
There is no emergency voice/alarm communication system alert tone or preprogrammed voice message system.  
  
**C. Contact Persons Regarding this Plan:**Rev. Holly Clark-Porter (302)530-3221 or Jeff McMinn (716)467-0079. Other phone numbers are posted in the kitchen.  
  
**D. Emergency Evacuation Drills**This Fire Safety and Evacuation Plan will be shared with all in-house groups, and representatives of outside groups using the fellowship hall. Representatives of outside groups will be informed of the necessity to review fire safety instructions with the whole group. A representative of such a group will be directed to assign someone to pull the alarm, someone to call 911 and someone to make sure everyone leaves the building and collects at one site outside, in case of fire. The Trustees of the church will oversee regular fire drills with all church groups using the fellowship hall.  
  
**E. Known Fire Hazards**There are no known fire hazards associated with the normal use and occupancy of the Fellowship Hall.  Fuel is not stored in the Fellowship Hall. A member of the Board of Trustees will be assigned to oversee the safe maintenance of the furnace and electrical systems and safe handling of any combustibles, combustible waste, fuel hazard sources and liquids.

**Building Closure Protocol**

Help us keep our peace of mind (and keep rental costs down). Thanks for following this! It’s pretty painless, we hope! Please check off the boxes in this form.

**If you have keys**: If you’re a frequent user and you have your own keys, keep this form for reference and please make sure to check this form after each rental.

**No keys:** If you’re renting and do not have a key, please follow the instructions that apply.

1. Office Entry: the doors by the big green mail box

\_\_\_\_ Did you change the heat/air in the office? If so: \_\_\_\_\_ Heat Set to 60 OR Air Set to 75

\_\_\_\_ Door locked (only if you have keys): This refers to the glass, double doors with the crash

bar. Please check that the crash bar is locked, and the door has completely closed (note: the vestibule, outside doors are kept open 24/7)

\_\_\_\_ All lights are out, all doors are closed (especially the door between the offices and the hallway)

1. Hallway with Bathroom Access

\_\_\_\_ Lights to the women’s restroom \_\_\_\_ 2 lights to the disabled accessible restroom

\_\_\_\_ Lights to the men’s restroom \_\_\_\_ All hallway lights

1. Fellowship Hall

\_\_\_\_ Heat set to 58 OR Air set to 80 \_\_\_\_ All lights out (near both doors)

\_\_\_\_ Trash in outside bin \_\_\_\_ Recycling sorted in bins in kitchen

\_\_\_\_ Please leave the room in good condition, trash picked up, tables/chairs organized

\_\_\_\_ Check the door next to the kitchen to make sure crash bar is locked.

\_\_\_\_ If you used the patio, are the doors locked, AND PULLED CLOSED; THEY STICK.

1. Sanctuary

\_\_\_\_ Heat set to 58 (no air) \_\_\_\_ All lights out (lights are behind organ)

\_\_\_\_ Candles blown out \_\_\_\_ Mic system unplugged (behind pulpit)

\_\_\_\_ Lock the door to the hallway, the side door that is nearest to the organ, and the door into the sacristy, as well as the front door.