



FIRST PRESBYTERIAN TAO S

215 Paseo Del Pueblo Norte, Taos, NM 87571 - Office (575)758-3124 - Fax (575) 758-1124 - Website: FirstPresbyterianTaos.com

Building Usage Application Form (non-profit)

Please complete this form and indemnification form (over).

Submit to church office, mail, e-mail or website.

Organization:		Date:	
Contact person 1:		Contact person 2:	
Phone Number		Phone Number:	
Organization Physical Address:		Organization Mailing Address:	
Emergency Contact:		Phone Number:	
Organization email:			
Facility Requested			
Building 1			
Sanctuary ☐ Kitchen ☐ Fellowship Room (Next to Sanctuary) ☐			
Building 2			
Fellowship Hall ☐ Kitchen ☐ Fellowship Hall & Kitchen ☐			
Equipment Use Requested			
Tables ☐ Chairs ☐			
Purpose of Use: (Describe fully. Use back of form, if necessary)			
Special Circumstances or exceptions that you would like us to consider:			
Single Event/Meeting ☐ Multiple or ongoing Events/meetings ☐ (please include setup/clean up and any rehearsal times)			
Start Date:		End Date:	
Hours From:		To:	
Estimate Number of people:		Type of Event:	
Number of people supervising:		Other:	
Please check the days building will be use (Attach separate sheet. List all requested dates/times if necessary)			
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐			

Please also complete the indemnification form on the back of this page.

I have read and fully understand the attached procedures and rules for building and property use.

All ongoing building users are required to fill out an annual review & key holder update

Print Name: _____ **Signature:** _____ **Date:** _____

Indemnification Form

Please read this carefully. In using the First Presbyterian Church of Taos facilities you and your organization will be waiving and releasing all claims for injuries that you or your participants might sustain.

Acknowledgement of risk of injury clause:

"As a participant I, and the group that I represent, acknowledge that there are certain risks of physical injury and I/we agree to assume the full risk of any injuries, including death, damages or loss which I/we may sustain as a result of participating in any and all activities connected with or associated with such program."

Waiver of claim for injury clause:

"I/we agree to discharge waive and relinquish the First Presbyterian Church of Taos and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I/we may have or which may accrue to me/us on account of our participation in the program."

Indemnity and defense clause:

"I/we agree to indemnify and hold harmless and defend the First Presbyterian Church of Taos and its officers, agents, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me/us and arising out of, connected with, or in any way associated with the activities of the program and further agree to reimburse and pay the First Presbyterian Church of Taos' attorney fees for defending any action that may be filed against the First Presbyterian Church of Taos by a member or participant in the group."

I have read and fully understand the above indemnification agreement.

Organization/Company Name: _____

Officer Name: _____ **Officer Signature:** _____ **Date:** _____

All applications received need to be approved by the Session, which meets on the 3rd Thursday of each month, unless otherwise arranged. Fees including deposits and other costs are charged to you, the applicant organization or person. The cost of any damages will be determined by the Session. You, the signer of this application, need to be over 21 years of age and agree to be in charge of the activities. You, the signer, agree to the terms and conditions attached and to keep to the use described on this application. You agree to be personally responsible for the payment of any fees and for damage to the property, including plumbing, other than the normal wear/tear from the facility use. When you sign this document, you also agree to make sure that the smoke-free and drug-free policies of the First Presbyterian Church of Taos are enforced.

Your Signature: _____

OFFICE USE ONLY

Church Member ☐

Community Group ☐

Date Requested Received: _____ Agreed Donation: _____

Session Approved (Signature): _____ Date: _____

Door Code (4 digits): _____

**Building & Property Use
Procedures, Rules & Key Policy**

Procedures & Key Policy

It is the responsibility of you, the applicant building user, to make full arrangements with the church for the facility that you need. The following procedures and rules apply to all users:

1. All building requests from new organizations are to be made in writing on the attached application form, to be submitted for approval by Session. The Session currently meets on the **3rd Thursday of each month**.
2. Rent is due the 1st of the month. If rent is not received by the 1st, building users have a 5-day grace period to pay rent before their code is removed from the system. Repeated failure to pay rent in a timely manner may result in termination of the building use agreement.
3. The church reserves the right to cancel any scheduled meetings or events if it needs to use the buildings for church functions. Funerals and weddings, due to their very nature, could provide only a short advance notice to groups that have an approved building use booked time. Please be assured that we will do our best to give you as much advance notice as possible. All other building use will be granted on a first-come first served basis.
4. Continuous use requests, if you are an ongoing building user, must be reviewed, updated and approved annually (update contact information, code holders, etc.). Full details of all code holders and their contact numbers is also reviewed at this time.
5. The people and the group who use the building are responsible for cleaning and putting things away. Your building use will be cancelled if you do not follow these procedures and regulations.
6. Each group will select one four-digit code for use on the main door to the back building. Codes are time-sensitive and will open the building starting one hour before the scheduled meeting time through one hour after. If someone in the group believes the code has been compromised or distributed outside of the group, please notify the church office and select a new code. Code information is kept on file in the church office.
7. Your group must pay for any damage or loss to building or property incurred through negligence of you or a participant of your group when you are using the building.
8. The First Presbyterian Church of Taos is not responsible for missing, lost, or stolen articles belonging to any individual or group. Please make sure you do not leave anything behind. You can also call the office to see if the item was handed in.

Fee schedule

This includes room rental cost.

(Any agreed personnel costs incurred by the church are determined separately, after the date that the facility is used.)

Room (for meetings)	\$40.00	per meeting
Meetings/Events longer than 2 hours	\$80.00	
12-step meetings	\$20.00	per meeting
Sanctuary event	\$200.00	per event
2 Day Wedding Package		
-Complete front building & dressing room	\$1,000 for non-members, and \$250 for members	
-Add Fellowship Hall & kitchen for reception	\$500	

Any user may petition Session for a lower rent, in the case of financial hardship.

Payment can be made online, at the Church office during office hours, or mailed to:

First Presbyterian Church of Taos
215 Paseo Del Pueblo Norte
Taos, NM 87571

Please write the name of the group or organization and the dates that the payment is for in the memo space at the bottom of your check, or on a note if you are paying cash.

Building Use Rules

Please make sure all people who will be responsible for / using the building & property are aware of the rules:

1. All church buildings *and* premises are smoke-free, tobacco-free, and marijuana -free. No smoking or vaping is allowed anywhere on campus.
2. All church buildings *and* premises are alcohol-free, illegal drug-free, pet-free (except for service animals).
3. You and your group are responsible for any damage to buildings, property and/or grounds.
4. Provide adult supervision (over 21 years of age) at all times. *The church will determine if further or special supervision is needed, during the application process*
5. Leave furniture and equipment as you find it.
6. Make prior arrangements with us for hire of our tables and chairs.
7. Make sure that your group only goes into and uses the area of the facility approved in your application.
8. Make sure that you and your group only use the facility on the dates and times of your approved application. *(unless the church needs to make any changes)*
9. Kitchen facilities and equipment are only available for you to use if you have received permission.
10. Individual members of groups are not allowed to use the church facilities for their personal use such as for storage or use of the kitchen to make personal meals.
11. Liquid beverages need to be monitored to prevent spillage on carpeted areas. Prompt clean up using our supplies is requested.
12. Trash disposal:
 - Please use the available trashcans inside all the buildings.
 - Please empty all trash cans (meeting room, kitchen, & bathroom) and replace liners after your meeting.
 - Please dispose of your trash in the dumpster, located in the corner of the car park behind the Fellowship Hall church building.
13. Let us know if you are running low on toilet tissue, paper towels.
14. Please let us know if there are any malfunctions, blown light bulbs, etc.
15. Promptly notify us of any damage to facility, equipment or grounds, including play area and car park.
17. Before you leave:
 - Put away all furniture, chairs and other items that you used.
 - Make sure the room is as you found it and ready for the next group.
 - Thoroughly clean all items used for group functions and put them away in the cabinets (Please see attached kitchen cleanup instructions also posted on the kitchen wall above/near sink).
 - Check that:
 - heating appliances are turned down (including thermostats),
 - stovetops and ovens are turned off,
 - windows and doors are fully locked,
 - lights are turned off when you leave.
 - Ensure that the front door is locked.
18. Make sure that you leave the building by 10:00 pm *(evening bookings)*
19. Follow the additional conditions that have been placed on your application for building use.

If you have any problems or questions please call:

- Church office: (575) 758-3124 (Office hours: Tuesday-Thursday: 10 am-3 pm.) churchoffice@firstpresbyteriantaos.com
- Laura Spruance (Buildings & Grounds Maintenance): ljspruance@gmail.com
- Rev. Ginna Bairby (Pastor): pastorginnabairby@gmail.com

Please note, in case of emergency: nearest payphone is located in Kit Carson Park

Kitchen Clean Up

1. If you use the dishes and utensils in the kitchen, please:
 - a. wash, dry, and put them away in the cupboards and drawers.
 - b. do not leave anything in the drain board.
 - c. leave sink and drain board clean and dry.
 - d. If dish-towels are wet or soiled, please put them in the receptacle provided
 - e. put out clean dish-towels (if needed) for the next group
2. Thoroughly wash and dry the coffee pots.
3. Empty the used coffee filters in the garbage.
4. Clean the counters around the coffee machine.
5. Turn the coffee machines and hot plates off.
6. If you use the stovetops and ovens, please thoroughly clean them using the non-abrasive cloths and cleansers provided.
7. Make sure the stovetops and ovens are turned off.
8. If you use the microwave, thoroughly wash it down inside and outside with a clean damp cloth.
9. Thoroughly wash the center island countertop.
10. Sweep the kitchen floor.
11. Check that the fridge is left clean and that there is no food left in it. If you are a regular user of the kitchen, please clearly mark food and drink items with the name of your group. Please do not take food or drink that does not belong to you.
12. Take any leftover food and beverages with you.
13. Again, make sure that the stove burners are off, when you leave.

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