

BUILDING USE REQUEST FORM – NON-CHURCH PROGRAMS

FIRST PRESBYTERIAN CHURCH, DAVENPORT, IA

First Presbyterian Church of Davenport is an inclusive, caring community of faith committed to loving God, loving neighbor as self, and sharing the love of Jesus Christ with all people through worship, fellowship and service. Our goal is to welcome others as we would welcome Christ.

First Presbyterian Church of Davenport (FPC) offers the use of its building and grounds (hereafter referred to as “building”) for a wide range of functions both affiliated and not affiliated with the church. Although the building and equipment of First Presbyterian Church exist for the primary purpose of supporting the ministries of FPC and its members, we consider our church building to be an asset to be shared – with respect and care – as part of our mission to the larger community.

Process for obtaining approval for use of the building of First Presbyterian Church (FPC)

Step 1: Complete the Building Use Request for Non-church Programming (attached).

Step 2: If necessary, you will be contacted by FPC to obtain more details about your request.

Step 3: Your request will be reviewed by the church staff and a Building Use Commission of the FPC Session (the governing body of the church).

Step 4: You will be contacted with the decision about your request. This may take 2-3 weeks.

Step 5: Once approved, to reserve your place on the church calendar, a non-refundable deposit must be received.

Step 6: Your request approval will be complete with your signature on a Building Use Agreement and Liability Waiver, and the fulfillment of other conditions that are part of the approval.

Principles for Use of the Building of First Presbyterian Church

Any use of FPC must be consistent with the mission, purpose, or beliefs of FPC.

Our priorities for use of the building, in general, are worship services, Christian education, and all other church-related programming.

Here is some general information that you might want to know before making your request.

Child Protection: The protection of children is a valued principle of FPC. If children and/or youth under the age of 18 are part of your event, and are not supervised by a parent/guardian, you will be asked to review and abide by the Child Protection Policy for Outside Groups of First Presbyterian Church.

A church staff or volunteer will be in the building at all times; however, you remain liable for your event.

You will be asked to sign a liability waiver. For-profit and non-profit organizations will be asked to document your insurance.

We will ask you to return the area used to its pre-use condition.

Fees for the use of First Presbyterian Church

A Building Use Fee schedule is attached.

The goal of our fees is to cover our costs to operate the building and pay for church staff that will be present during your event.



Some Restrictions on FPC Building & Grounds

No alcohol, drugs, weapons, smoking, gambling, or partisan political or campaign activities.

No affixing of decorations or other items in a damaging manner unless agreed upon.

Building Use Request Form – Non-church Programs

First Presbyterian Church, Davenport, IA

Requester's Name _____

Your Contact Information

Phone number _____

E-mail _____

Are you making this request on behalf of:

Self _____ For-Profit Org _____ Non-Profit Org _____

Name of the Organization: _____

Website of the Organization: _____

Are you a member of FPC? Yes ____ No ____

EVENT INFO: Briefly describe your event:

Is your event a ticketed event? Yes ____ No ____

Will you be selling any merchandise during your event? Yes ____ No ____

Will you be asking for a free-will offering / donations at the event? Yes ____ No ____

Requested day and date for your event: _____

What time would you need access to the building? _____

What time would you be completely out of the building? _____

How many people do you anticipate will be participating/attending? _____

Does your event include children/youth under the age of 18? Yes ____ No ____

Will Attendees Under the Age of 18 be supervised the entire time by their parent/legal guardian? If NO, two supervising adults will need to submit background checks, or have FPC do so for a fee, abiding by the FPC Child Protection Policy. Yes ____ No ____

What church space are you interested in using? (Check all that apply)

____ Sanctuary ____ Kitchen ____ Parlor ____ Chapel ____ Classrooms
____ Gymnasium ____ Von Maur Hall ____ Fellowship Hall ____ Parlor Kitchen

Further discussion can clarify the needs for your event, but as a start, which of these might you need? (check all)

____ Chairs ____ Sanctuary sound/recording ____ Tableware
____ Long tables ____ Projector/screen ____ Glasses/dishes
____ Round Tables ____ Microphone (non-sanctuary) ____ Kitchen stove / oven

Please submit the completed form to office@fpcdavenport.org or mail to FPC, 1702 Iowa Street, Davenport, IA 52803. Questions? Call 563-326-1691