

Forest Hill Presbyterian Church  
4401 Forest Hill Avenue, Richmond, Virginia 23225  
Phone: 804-233-4371; Email: [info@fhpcrichmond.org](mailto:info@fhpcrichmond.org)  
[www.fhpcrichmond.org](http://www.fhpcrichmond.org)

## FACILITIES USE INFORMATION

Church facilities and property are available for use by religious, charitable, civic, cultural, and educational organizations, as well as use by individual members and non-members. Areas available include:

1<sup>st</sup> Floor: Conference Room; Fellowship Hall; Kitchen; Parlor; Prayer Garden; Sanctuary

2<sup>nd</sup> Floor: Classroom(s)

Grounds: Front Parking Area; Rear Parking Area; Front Lawn; Labyrinth; Play Ground; Storage Building

1. Requests for the use of church facilities and/or grounds will be by written application. The person responsible for a function, an adult over the age of 21, must complete the FHPC Facilities & Property Use Request that's available online at [www.fhpcrichmond.org](http://www.fhpcrichmond.org), by emailing [info@fhpcrichmond.org](mailto:info@fhpcrichmond.org), or by phoning the Church Office at 804.233.4371. The completed application should be received by the Church Office preferably a month or more prior to the requested date and no later than three (3) weeks prior to the requested date. Church Office hours are 9:30 am – 2:00 pm Monday through Friday.
2. After church functions have been scheduled, reserving use of the facility and/or grounds by others will be on a first-come, first-served basis relative subject to the terms of the Facilities and Property Use Agreement to be executed by the user with the Church.
3. Church administrative staff will receive the FHPC Facilities and Property Use Requests, check the Master Calendar for any conflicts, and notify the applicant of existing conflicts with their requested date, time, and/or specific area.
4. If there are no conflicts with the requested date, time, and/or specific area, Church staff will forward FHPC Facilities and Property Use Requests to the Stewardship Committee.
5. After consideration by the Stewardship Committee, the responsible party submitting the request will be notified by a representative of FHPC and a Facilities and Property Use Agreement will be written.
6. A 50% deposit of the Facilities and Property Use Agreement Fee and a separate Security-Deposit equal to \$250.00 are required upon execution of the FHPC Facilities and Property Use Agreement to secure use of the facilities and property.
7. In the event of cancellation, a full refund of this 50% fee deposit will be paid if cancelled fourteen (14) days prior to the scheduled date. Final payment of the Facilities and Property Use Agreement Fee must be paid in full fourteen (14) days prior to the function, or the Facilities and Property Use Agreement is void and the space will be released to accommodate another user.

8. The Security Deposit of \$250 is for the benefit and protection of FHPC. It will be returned to the user provided all usage fees are paid and all other terms of the Facility and Property Use Agreement are fulfilled, including using only the assigned area assigned, not exceeding the designated hours of the function, adequate supervision of children, fulfillment of check-out list expectations (below), and no damages caused by the user.

#### FACILITIES AND PROPERTY USE CHECK-OUT LIST

*All items are required*

Use of any areas of the church:

- \_\_\_1. Heating or air conditioning adjusted or turned off in rooms of use
- \_\_\_2. All tables cleaned, dried, and returned to original locations.
- \_\_\_3. All chairs returned to original locations.
- \_\_\_4. All lights turned off, including lights in bathrooms.

Use of Fellowship Hall and/or Kitchen

- \_\_\_1. All tables cleaned, dried, and returned to original locations.
- \_\_\_2. All chairs returned to original locations.
- \_\_\_3. All dishes, pots, pans, and utensils washed, dried, and returned to their proper storage places.
- \_\_\_4. Countertops, work island, and sinks wiped clean.
- \_\_\_5. Stovetops washed clean, including burner trays, if used.
- \_\_\_6. Oven wiped clean, if used.
- \_\_\_7. Microwave washed clean of spills and splatters.
- \_\_\_8. Kitchen floor swept clean.
- \_\_\_9. All leftover food given away. No food is to be left in the kitchen.
- \_\_\_10. Inside trash can bags tied and removed from premises.
- \_\_\_11. Trash cans relined with proper sized bags.
- \_\_\_12. Carpet inspected, any spills wiped up immediately, and all crumbs vacuumed.
- \_\_\_13. Heating or air conditioning adjusted or turned off at the thermostat on the wall of the Fellowship Hall.
- \_\_\_14. All lights turned off, including lights in bathrooms.