

Event and Building Use Request

First Presbyterian Church • 270 Franklin Street • Quincy, MA 02169 • www.firstpresbyquincy.org

Today's Date _____

Event Date _____

Title of Event: _____ Time of Event: _____ Duration: _____

The event is [*check one of the following*]:

Church event or ongoing activity Private event/activity Non-FPC event/activity

Use of FPC parking lot for non-FPC events or ongoing activity

Use of FPC materials (tables, chairs, etc.) for non-FPC events or ongoing activity

Location: _____

Rooms needed, if applicable: _____

Date and time you need access for set-up: _____

(Please attach a floor plan if you'd like tables/chairs set-up for you prior to your event.)

Supplies or equipment to be used or borrowed: _____

Please provide the following information based on the nature of your event.

Church Event or Ongoing Activity:

Sponsor ¹: _____

Information for sponsor: Name _____

Email _____ Telephone # _____

The Event or Activity relates to the mission of the Sponsoring committee (if the sponsor is a committee) or to the mission of First Presbyterian as a whole as follows: _____

Bulletin Announcement (if applicable):

Date(s) announcement should run: _____ Written or projected? _____

Announcement should read (please attach additional paper if space is not sufficient):

¹ The committee or FPC member responsible for complying with the Church Use Policy and for making all arrangements necessary for the event or activity, including, without limitation, opening and closing the church building and cleaning up after the event or activity.

Private event (such as anniversary parties, showers, etc.):

Church member requesting the event: _____

Contact for the requesting church member:

Email _____ Telephone # _____

Church member responsible for the event (if not same as above): _____

Contact for the responsible church member:

Email _____ Telephone # _____

Use of the FPC Building for non-FPC Events or Ongoing Activity:

The FPC member(s) responsible for the event or activity: _____

Contact information for the responsible FPC member(s):

Name _____ Email _____ Telephone # _____

Name _____ Email _____ Telephone # _____

The nature of the Event or Activity is consistent with First Presbyterian's mission as follows: _____

_____ Yes, I have read and agree to the TERMS AND CONDITIONS FOR BUILDING USE as well as the POLICY REGARDING USE OF FIRST PRESBYTERIAN BUILDING AND EQUIPMENT, as adopted by the Session on 2.18.14.

Both are available on the website and in the Office. **Please initial.**

*****FOR OFFICE USE ONLY*****

For approvals, please refer to the Policy Regarding Use of First Presbyterian Building and Equipment, as adopted by the Session on 2.18.14.

Approved (please initial): _____ Office Manager
_____ Property Committee _____ Session

APPROVED _____ DENIED _____ (You will be notified if denied.) DATED _____

Reason for Denial: _____