

FIRST PRESBYTERIAN CHURCH
REQUEST FOR USE OF FACILITIES

Group Making Request:

Person Responsible:

Address:

Phone:

Member of First Presbyterian Church?

Purpose of Event:

Date(s) Requested:

Time(s) to be Used:

Estimated Number in Attendance:

Room(s) Requested:

Church Related Event?

Church Equipment and Supplies Requested:

Table and Chair Configuration: (draw diagram on back, if necessary)

* Note: Groups may use the facility as long as their purpose is not to raise money, promote a political purpose, or promote a business.

**I acknowledge the receipt of, and understand and agree to comply with the policies and procedures for the use of church property.

Person Responsible: (Print)

Date Signed:

Signature:

**Return completed form and \$100 deposit to the church office for approval.
 Fees are due two weeks before the event.

For Office Use Only

Total Fee Charged: _____ Application Approved: _____ Key Out: _____
 Deposit Collected: _____ Not Approved: _____ Key In: _____
 Total Amount Collected: _____ Facilities Inspected By: _____