

- Entered \_\_\_/\_\_\_/\_\_\_
- Tech Notified

First Presbyterian Church  
**APPLICATION FOR BUILDING USE**

*Requests can not be processed unless form is filled out completely. Request must be received in the church office at least 5 business days in advance of event.*

**CONTACT**

Today's Date    \_\_\_/\_\_\_/\_\_\_

Contact Person    \_\_\_\_\_    Contact Phone    \_\_\_\_\_

Contact Email    \_\_\_\_\_

**EVENT**

Event/Group Title & Description \_\_\_\_\_

Start Date \_\_\_/\_\_\_/\_\_\_    End Date \_\_\_/\_\_\_/\_\_\_

Set Up \_\_\_:\_\_\_am/pm    Start \_\_\_:\_\_\_am/pm    End \_\_\_:\_\_\_am/pm *Please note that the facility closes at 10:30pm.*

One Time Use     Recurring Use     Daily     Weekly     Monthly     Yearly  
 Sun     Mon     Tues     Wed     Thur     Fri     Sat  
 If recurring, please include a list of dates that will be an **exception** or **will not be meeting**, such as dates that fall on holidays or do not meet during the summer etc.

Number of attendees \_\_\_\_\_    Adults:  No     Yes    Children:  No     Yes (how many \_\_\_\_\_)  
*Childcare policy must be strictly observed. See Childcare Request Form.*

**LOCATION(S)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Atrium                      | <input type="checkbox"/> Classrooms                       | <input type="checkbox"/> Nursery                     |
| <input type="checkbox"/> Children's Classroom C1     | <input type="checkbox"/> Community Room                   | <input type="checkbox"/> Off Site                    |
| <input type="checkbox"/> Children's Classroom C2     | <input type="checkbox"/> Conference Room                  | <input type="checkbox"/> Resource Center Lower Level |
| <input type="checkbox"/> Children's Chapel (C3 & C5) | <input type="checkbox"/> Cry Room                         | <input type="checkbox"/> Sanctuary/Prayer Sanctuary  |
| <input type="checkbox"/> Children's Classroom C4     | <input type="checkbox"/> Entire Facility                  | <input type="checkbox"/> Son Room                    |
| <input type="checkbox"/> Children's Classroom C6     | <input type="checkbox"/> Francis House                    | <input type="checkbox"/> Upper Room                  |
| <input type="checkbox"/> Children's Classroom C7     | <input type="checkbox"/> Gathering Area (Sanctuary Level) | <input type="checkbox"/> Youth Center                |
| <input type="checkbox"/> Celebration Center          | <input type="checkbox"/> Hospitality Room                 | <input type="checkbox"/> Youth Class Room            |
| <input type="checkbox"/> Chapel                      | <input type="checkbox"/> Mac House                        | <input type="checkbox"/> Youth Kitchen               |
| <input type="checkbox"/> Children's Wing             | <input type="checkbox"/> Main Kitchen                     |  |

**EQUIPMENT**

<input type="checkbox"/> Chairs    # _____	<input type="checkbox"/> PA System w/ Podium** (Cel. C)	<input type="checkbox"/> Stand Alone Podium w/ Mic
<input type="checkbox"/> Flip Chart w/ Easel    # _____	<input type="checkbox"/> Portable White Board	<input type="checkbox"/> TV/DVD/VCR
<input type="checkbox"/> Linens*    # _____	<input type="checkbox"/> Round Tables/8 Chairs    # _____	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Long Tables    # _____	<input type="checkbox"/> Screen	
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Sound System/CD/Microphone**	**Requires sound tech and additional charges

**PLEASE SEE REVERSE SIDE**

