

FIRST PRESBYTERIAN CHURCH

Fax #315-782-2360

REQUEST FOR USE OF CHURCH FACILITIES

Today's Date _____

Name of Organization: _____

Person Requesting: _____

Address: _____

Phone: (home or cell) _____ (work) _____

Date Requested: _____ Time Requested _____

Starting & Ending Time of Event

Room Requested _____

Type of Activity: _____

Please list equipment or other items needed, including seating/tables, etc.

(If you are requesting use of the organ or grand piano you must get approval from the Director of Music prior to approval of this use of church form for your event)

Is this Organization a Non-Profit Organization? _____

Insurance Carrier: _____
(Please attach certificate of co-insurance to this request.)

Will Children be Present? _____

If so, what arrangements have been made for their care? _____

Number of People attending the Meeting: _____

Will you need access to the building after hours or on the weekend or does a representative of your group have a key? If access is required, you must contact the church office at 782-1750 to make arrangements for access to the building

Following your meeting or function it will be your responsibility to put all chairs/tables away. Tables are stored under the stage, chairs in the coat room adjacent to the kitchen. Also, prior to leaving, place the key in the key box inside the kitchen door.

As a condition thereto, the Users of these facilities agree to hold harmless the First Presbyterian Church and all of its officers, members, and employees from any liability for thefts, injuries, or any other occurrences and happenings to ourselves and any ancillaries during the use of these facilities as granted under the above terms.

Signed _____ Date _____

FOR OFFICE USE ONLY:

Building Use Form approved _____ disapproved _____ on: Date _____

By Staff _____ Facilities Chair _____

On the Calendar _____ Initials _____

Organization Representative notified of decision _____ Date _____ Initials _____

Certificate of Insurance Form Received _____ Yes _____ No _____ N/A

Arrangements made for set up _____ Access to the building _____ Initials _____