

FIRST PRESBYTERIAN CHURCH FACILITIES RESERVATION FORM

Date(s) of Event _____ Event Beginning Time _____ Event Ending Time _____

Facility Use Start Time _____ Facility Use End Time _____

Contact Person _____ Church Member [] Non-Member []

Daytime Telephone _____ Address _____

Sponsoring Organization _____

Number of People Expected _____ Is This a Church Event Yes No (circle one)

Briefly Describe the Event: _____

Requested Space:

- [] Gilmour Hall [] Kitchen [] Parlor [] Cameron Center Boney Hall [] Other (Specify Building and Room) _____
 [] Sanctuary [] Gallery [] Choir Rm [] Cameron Center Kitchen _____
 [] Chapel [] Gym [] Carriage House _____
 [] Classroom (specify) _____

Note: Maximum seating in Gilmour Hall = 160.
 Maximum standing capacity in Gilmour Hall = 340

Tablecloths?	Yes No (circle one)	**Church Functions Only** in this box
Dinnerware?	Yes No (circle one)	Paper Products? Yes No (circle one)

Catering Yes No (circle one) Date Catering Policy Furnished: _____

Equipment Needed:

- [] Tables - How Many _____ [] TV [] VCR/DVD [] Slide Projector [] Multimedia projector
 [] Chairs - How Many _____ [] Lectern [] Cassette/CD Player [] Sound System [] Flipchart [] Projection Screen
 [] Other (specify) _____

*****NON CHURCH SPONSORED FUNCTIONS*****

Person Responsible for Setup: _____ Phone number _____

Person Responsible for Cleanup: _____ Phone number _____

Building Use Fee: _____

For Office Use Only:
 Approved _____
 Disapproved _____
 Date Contacted _____

Total: _____

Deposit: _____ Date Paid: _____ (50% Required with application)

Balance: _____ Date Paid: _____ (Required before function)

I HAVE READ THE BUILDING USE POLICY AND AGREE TO FOLLOW THE GUIDELINES:

Signature: _____ Date: _____

Please use reverse side to describe IN DETAIL the room arrangement

CHURCH USE ONLY *CHURCH USE ONLY* *CHURCH USE ONLY* *CHURCH USE ONLY* *CHURCH USE ONLY* *CHURCH USE ONLY*

- [] Check if Session approval required. Date acted on: _____ [] Approved [] Disapproved
 [] Check if childcare is needed (Church functions only) Date Arranged: _____