

First Presbyterian Church

FACILITY REQUEST FORM

Event Contact: _____ Event Date: _____
 Contact's Phone: _____ Event Time: _____
 Number Expected: _____ Group Name: _____
 Caterer: _____ Caterer Phone: _____
 Access Time Needed: _____
 First Pres Event: _____ Member Event: _____ Non-Profit Event: _____
 Event Host (Host must remain onsite for the entire event): _____ Phone: _____

KITCHEN TRAINING must be completed with the First Pres Maintenance Supervisor if kitchens are to be used PRIOR to scheduling an event.

Date Trained: _____ Maintenance Supervisor Initials: _____ Event Caterer: _____

IF Kitchen Training has been completed, fill out the rest of this form.

All fees due at time of event scheduling.

Deposit _____, Access Card(s) _____, Room(s) _____, AV _____, Other _____ = Total paid _____ Date paid _____

Rooms Needed:

_____ Fellowship Hall _____ Lewis Hall _____ Sanctuary _____ Manse
 _____ FH Kitchen _____ LH Kitchen _____ Celebration Hall _____ Courtyard
 _____ Education Building Rooms: _____

AV Needs:

Fees apply for all events except worship services if technicians are required - \$40/hour pp, 2-hour minimum

_____ TVs/Screen _____ Mics _____ Media (Powerpoint, videos, etc. must be tested prior to the event)

*Groups must supply their own laptop. Most connection cables are available for event use.

Kitchen Needs (for church programming only):

_____ Water _____ Lemonade _____ Decaf Coffee _____ Regular Coffee
 _____ Sweet Tea _____ Un-sweet Tea

_____ Real dinner plates _____ Paper dinner plates _____ Paper cold cups _____ Plastic forks
 _____ Real salad plates _____ Paper salad/dessert plates _____ Paper coffee cups _____ Plastic spoons
 _____ Real bowls _____ Paper bowls _____ Plastic

knives

_____ Real glasses _____ Paper napkins

_____ Real coffee cups

_____ Real silverware

_____ Linen tablecloths (for First Pres Special Events only, i.e. weddings, funerals)

All Groups must clean kitchens, bathrooms, & supplies (pots, pans, dishes, etc.):

All Rooms must be left ready for use: _____

I understand that NO ALCOHOL is allowed on Church Property: _____

Contact Signature: _____

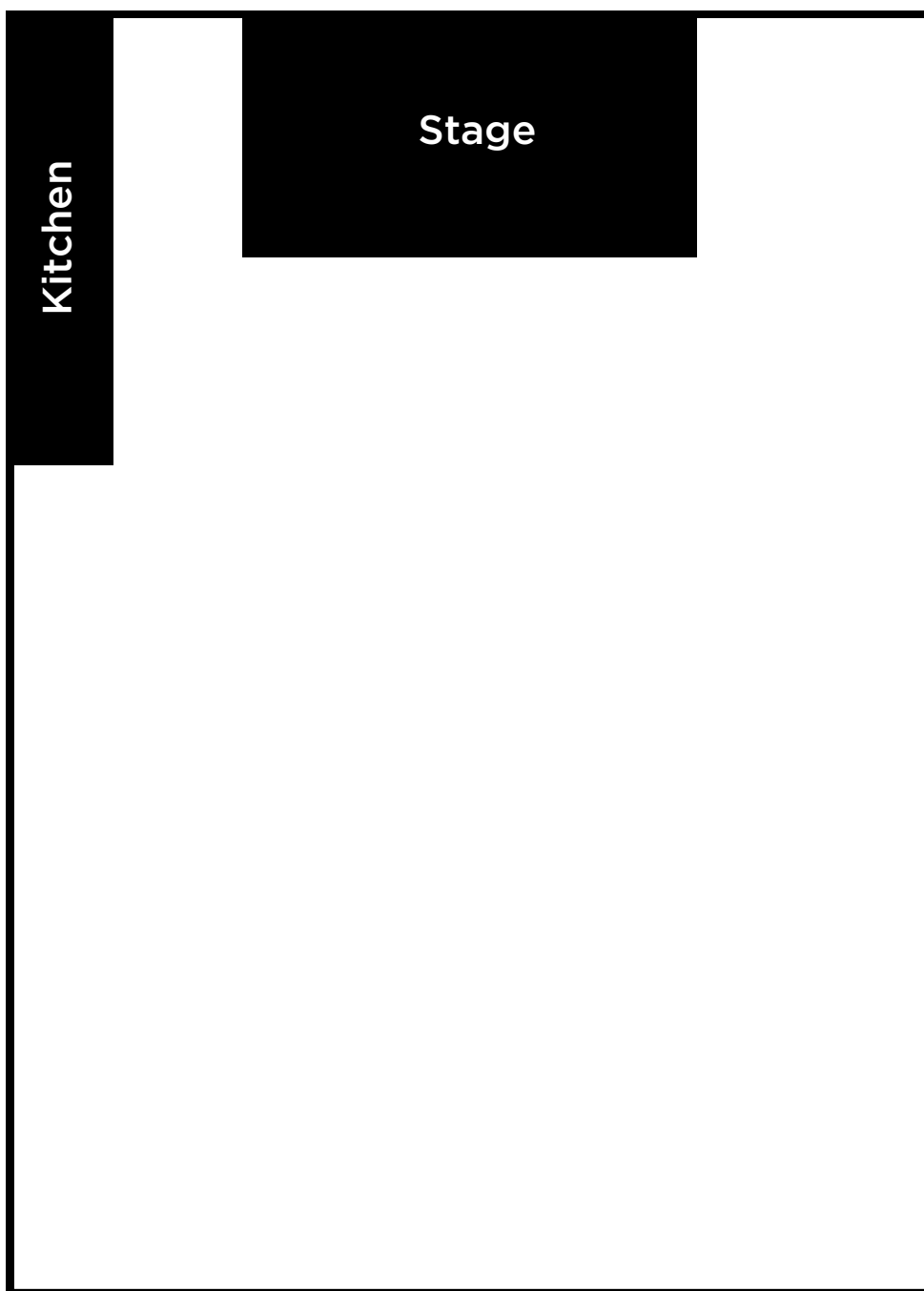
Date: _____

Pages 2 and 3 of this document must be completed.





Fellowship Hall



Lewis Hall

Door Security Assignment Form

Event Name: _____ Date: _____

Access Card Needed? **\$20 Deposit required:** Yes: _____ No: _____

Automated System to Unlock/Lock Doors? Yes: _____ No: _____

	Unlock	Lock	Unlock	Lock	Unlock	Lock
Fisher St:	-----	-----	-----	-----	-----	-----
Parking Lot:	-----	-----	-----	-----	-----	-----
Sanctuary:	-----	-----	-----	-----	-----	-----

Per First Pres policy, if the Door System is to automatically unlock/lock doors, there must be a person(s) present at each door throughout the entire event. At no time should a door be left unattended.

Who will be present at each door?

Fisher St: -----

Parking Lot: -----

Sanctuary: -----

Contact Signature: _____

Date: _____