

# 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: \_\_\_\_\_ Staff Needed? \_\_\_\_\_ (Must be approved by Rev. Lara)  
 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: \_\_\_\_\_

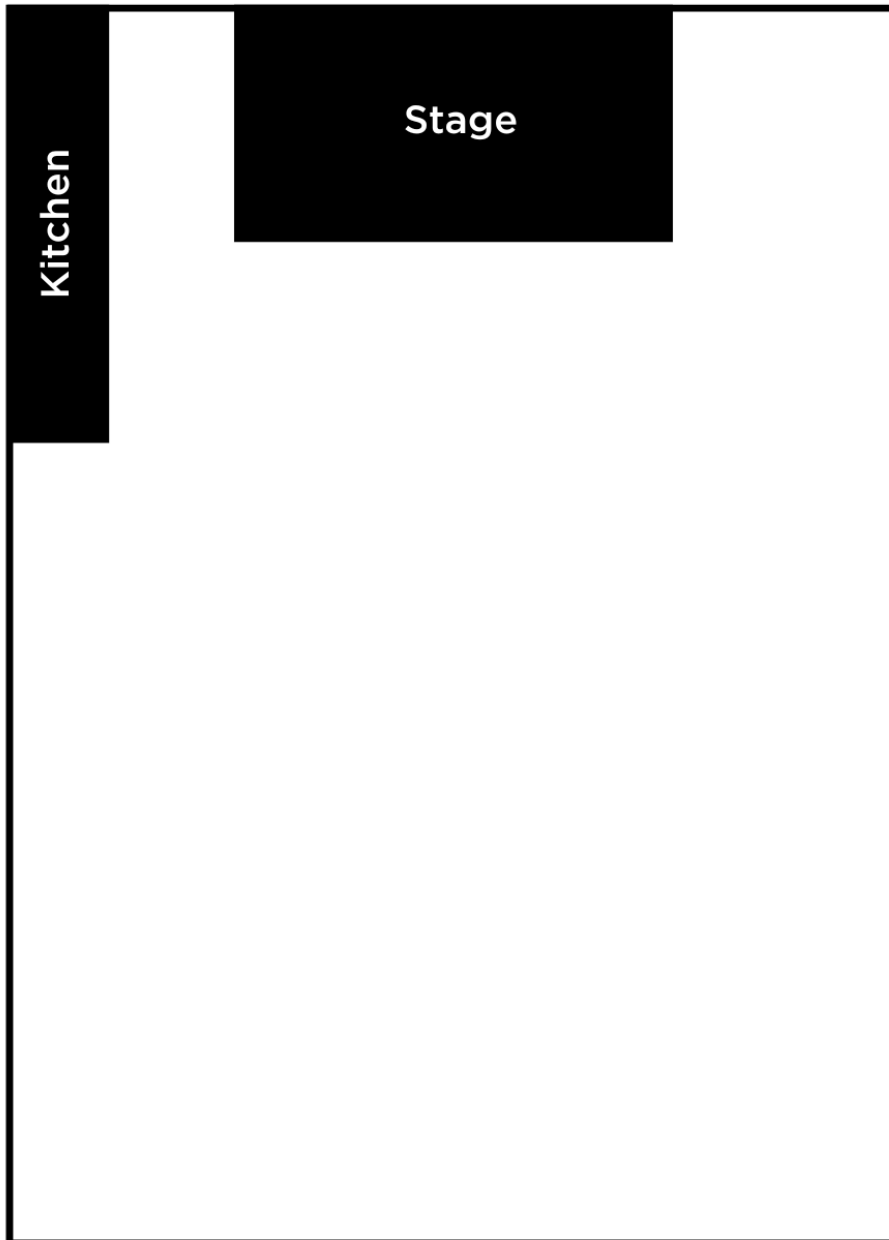
Date: \_\_\_\_\_

**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: \_\_\_\_\_