

# FIRST PRESBYTERIAN CHURCH

Fax #315-782-2360

## REQUEST FOR USE OF CHURCH FACILITIES

Today's Date \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested \_\_\_\_\_

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 Mitch 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 \_\_\_\_\_