

Request Form for Use of Facilities at First Presbyterian Church – Revised 20191031

Date _____

Name of Person Making Request: _____

Address of Person Making Request: _____

Phone Number: _____ This is a ___ Cell # ___ Home # ___ Office #

E-Mail Address _____

Group or Organization _____

Contact Person for Group or Organization _____

E-Mail Address _____

Are you charging a participant fee? Yes _____ No _____

Is your organization tax exempt? Yes _____ No _____

Name of Insurance Agent (Liability) _____

Phone Number _____

Space and items needed (Kitchen, Fellowship Hall/Gym, Meeting Rooms, chairs, tables, etc., or any other special arrangements that may be required)

Date(s) Requested _____ Time(s) (Start and Finish) _____

Anticipated Number of Participants _____

Brief Description of Planned Activities:

Custodian Requested Yes _____ No _____ Custodian Fee \$ _____

\$ 50.00 Refundable Key Deposit

\$ _____ Security Deposit *(goes towards rental fees and is due within one week of approval)*

\$ _____ Church Representative

Rental fees _____ Fees Paid on _____

(Payment is required 4 weeks before use of building.)

Date key picked up _____ Date key to be returned _____

Key # _____ (Key Request form to be completed)

APPROVAL

_____ is hereby granted permission to use as requested above.

AGREEMENT

We have read rental policy and agree to its terms and conditions.

_____ Date _____

First Presbyterian Church, Marshfield WI

_____ Date _____

Renter