FIRST PRESBYTERIAN CHURCH

202 North Franklin Street

Greensburg, IN 47240 (812-663-2197)

Contract for Use of Church Facilities (revised November, 2014)

The following person/s or group requests the use of the church facilities for the date and time specified.

Name of Individual/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Is this for a wedding? \_\_\_\_\_\_yes \_\_\_\_\_\_no

Or Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Is this a non-profit organization? \_\_\_\_\_yes \_\_\_\_\_no

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use of church facilities is requested as indicated below:

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total time needed (e.g. 9 a.m. until noon—include prep and clean-up)

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check all the rooms to be used.  NO ALCOHOLIC BEVERAGES ARE PERMITTED IN OR AROUND THE CHURCH

 \_\_\_Sanctuary

 \_\_\_Reception Hall (includes Library Area)

 \_\_\_Westminster Class Room (includes women’s restroom)

 \_\_\_Archives Class Room

 \_\_\_First Floor Kitchenette

 \_\_\_Handicapped Access and Elevator

 \_\_\_Memorial Class Room

 \_\_\_Sunday School Class Rooms

 \_\_\_Fellowship Hall. Number of Seating Required\_\_\_\_\_

 \_\_\_Main Kitchen (includes use of all kitchen equipment

 \_\_\_Large Classroom (lower level)

 \_\_\_Small Classroom (lower level)

The total fee for the use of these facilities will be $\_\_\_\_\_\_\_\_\_\_\_\_. A deposit of 25% of this amount is due to reserve the above date.

There is typically no charge for use by members or employees of the church.

Please **make a drawing** on the backside of this paper indicating how tables/chairs should be arranged.

This contract is approved \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(if fee is involved) by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trustee

Deposit \_\_\_\_\_\_\_\_\_\_\_(amount) Date paid \_\_\_/\_\_\_/\_\_\_ chk number\_\_\_\_\_\_\_\_ or cash\_\_\_

Fee \_\_\_\_\_\_\_\_\_\_\_\_ (amount) Date paid in full \_\_\_/\_\_\_/\_\_\_ chk number\_\_\_\_\_\_\_\_ or cash\_\_\_\_\_\_\_

Date copy given to custodian \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_ form approved by session 12-17-2012