

FIRST PRESBYTERIAN CHURCH
202 North Franklin Street
Greensburg, IN 47240 (812-663-2197)

Contract for Use of Church Facilities (revised November, 2012)

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.

- ___ 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.

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