

The First Presbyterian Church, 20 North Dixie Avenue, Cookeville, TN 38501-3324
931-526-4424 firstprescooke@frontiernet.net

REQUEST FOR USE OF CHURCH FACILITIES

Name of Sponsoring Group/Individual: _____

Organization Type: Religious _____ Non-Profit _____ Civic _____ Political _____ Social _____ Business _____

Purpose of meeting: _____

Date(s) building desired: _____
(Year)

Time slot: Beginning at _____ ending _____

Areas needed: _____

Number of people expected: _____ Is child-care space needed? _____ (If yes, approximately how many? _____)

If kitchen facilities are to be used, how? _____

Will attendees be charged admission/registration fee? _____ (If yes, amount \$ _____ per person)

Individual to be present and responsible: Name _____

Address _____

Phone (home): _____ (work): _____

"I acknowledge that I have read and been furnished a copy of the First Presbyterian's building use policy. My group and I will abide by these requirements. My signature below attests to same. I understand that the First Presbyterian Church has no legal liability for an individual group using the facilities."

Person making request: _____

Position with organization: _____

Address: _____ Phone (home): _____ (work): _____

Usage Fees: \$50.00 DEPOSIT; Fellowship Hall (\$125.00); Kitchen facility for cooking/dishwashing (\$100.00); Classroom/Library areas (\$20.00)

(This section to be completed by church office)

Date request received in church office: _____ Date request approved by Session _____

APPROVED: _____ DISAPPROVED _____ by (Church official) _____

(Signature)

DEPOSIT PAID: _____ USAGE FEE PAID: _____ DEPOSIT REFUNDED: _____

KEY ISSUED: _____ KEY RETURNED: _____

NOTE ANY REPORTS OF MISUSE OF CHURCH FACILITIES OF THIS GROUP: _____

