REQUEST FOR USE OF CHURCH FACILITIES

The First Presbyterian Church | 20 North Dixie Avenue, Cookeville, TN 38501-3324
Phone: 931-526-4424 | Email: office@firstprescookeville.org

1. Organization & Applicant Information

Name of Sponsoring Group/Individual: _____

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

2. Event & Facility Details

Purpose of meeting: _____

Date(s) building desired: _____ Year: _____

Time slot: Beginning at: _____ Ending at: _____

Areas needed: _____

Number of people expected: _____

Is child-care space needed? ☐ Yes ☐ No *(If yes, approximately how many children?_____)*

If kitchen facilities are to be used, how? _____

Will attendees be charged admission/registration fee? ☐ Yes ☐ No
(If yes, amount $_____ per person)

3. Responsible Party & Policy Acknowledgment

Individual to be present & responsible: _____

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 org:** _____

Signature: _____ **Date:** _____

4. Schedule of Usage Fees

- **Deposit:** $50.00
- **Fellowship Hall:** $125.00
- **Kitchen (Cooking/Dishwashing):** $100.00
- **Classroom / Library Areas:** $20.00

5. Church Office Use Only

Date request received in church office: _____ Status: ☐ APPROVED ☐ DISAPPROVED