

First Presbyterian Church
CALENDAR/ACTIVITY REQUEST FORM

Date of Request _____ / _____ / _____

Title of Activity _____

Date of Activity _____

SET UP at _____ Activity STARTS at _____ Activity ENDS at _____ CLEAN UP finished by _____

Location _____ Number Expected _____

Person(s) making request _____

Cell _____ Phone _____

FEEES: (as defined in the opening statement of Section B of First Presbyterian Church Policy)

• **Members Non-Church Activity, charges are:**

| | |
|---------------------------------|-------------|
| Building and Utilities | -no charge- |
| Janitorial and Kitchen Services | \$100.00 |
| (additional staff needed) | \$50.00 |
| Cost per hour after three hours | \$30.00 |
| Property deposit | -no charge- |

• **For Outside Groups Activity, charges are:**

| | |
|---------------------------------|----------|
| Building and Utilities | \$200.00 |
| Janitorial and Kitchen Services | \$100.00 |
| (additional staff needed) | \$50.00 |
| Cost per hour after three hours | \$30.00 |
| Property deposit | \$100.00 |

SPECIAL NEEDS: (Please check all that apply)

Food Service/Kitchen:

- Breakfast Paper goods
 Lunch Tea
 Dinner Coffee
 Snack/Refreshments

Wesminster Hall:

- Church Programs
 Receptions
 Other Requests

Childcare:

- Preschool (birth-Kindergarten)
Number of Children _____
 Grades 1 - 6
(Submit list of names and ages)

Media:

- Sound System (*Describe needs*)

- Audio Visual (*Describe equipment needs*)

Arrangements for:

- Room/Chair /Tables/Additional comments, (*please use back of page if more space is needed*).

For Office Use only

Approved: _____

Added to Calendar

Date: _____

Pastor Asso. Pastor Business Administrator Building Superintendent Office Manager Media Tech