



FIRST PRESBYTERIAN CHURCH

2A NORTH HANOVER STREET, CARLISLE, PENNSYLVANIA 17013
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FACILITIES USE REQUEST

Date of Application _____ Is this application a renewal? Y N

APPLICANT INFORMATION

Name (individual or group) _____ Contact Person (if group) _____

Are you (or is someone in your group) a member of First Presbyterian Church? Y N

Address _____

Telephone _____ Email _____

Is your organization a non-profit organization registered as a 501(c)(3)? Y N

EVENT INFORMATION

Nature of Event (description of activity): _____

Date: _____ Start Time _____ End Time _____ (include set-up/tear-down time)

Is this to be a recurring event? Y N If yes, provide days and duration of recurrence _____

Who will attend? _____ Approximate number of participants _____

Will you be receiving money from those in attendance? Y N Purpose? _____

Room(s) requested (please check all that you expect to occupy):

ROOM/AREA	
<input type="checkbox"/> Fellowship Hall*	<input type="checkbox"/> Children's Area (downstairs)*
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Library
<input type="checkbox"/> Kitchen with full cooking privileges	<input type="checkbox"/> Youth Room
<input type="checkbox"/> Gathering Room	<input type="checkbox"/> Parlor
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Lawn and/or patio
<input type="checkbox"/> Stuart Room*	

*Includes use of piano, if needed

Equipment Needed (tables, chairs, dishes, etc.) _____

Will food be served? Y N Will it be catered? Y N

If yes, name/telephone number of caterer: _____

Special Conditions/Requests _____

INSURANCE INFORMATION (Not applicable to weddings or funerals)

Name of Your Insurance Carrier: _____ Policy # _____

Agent's Name: _____ Phone Number: _____

Do you (or does your organization) have general liability insurance? Y N Limit \$ _____

I/We, the undersigned, have read the First Presbyterian Church Facilities Use Policy and agree to the terms set forth therein. I/we will be collectively and individually responsible for damage liability as expressed in the policy. I/we release First Presbyterian Church from liability in connection with its use and agree to hold it harmless from claims in connection with use by the applicant.

Signature of Applicant _____ Printed Name _____

Church Use Only: Approved: Yes No Date _____ Rental Fee \$ _____ Custodial Fee \$ _____

Deposit Required _____ Total Due \$ _____ Date Due _____ Insurance Required _____