

# First Presbyterian Church of Franklin, NC

## Application for Use of Facilities

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\_\_\_\_\_  
Name and telephone number of the Church Member Sponsoring Event if Applicable

\_\_\_\_\_  
Name of the person or Group requesting facility rental

\_\_\_\_\_  
Relationship to FPC (member, friend, community group, Service group, individual, other)

\_\_\_\_\_  
Name of the event contact person

\_\_\_\_\_  
Street Address of the contact person

\_\_\_\_\_  
Contact Person City, State Zip

\_\_\_\_\_  
Telephone Number Email Address

\_\_\_\_\_  
Nature of the gathering (i.e. reason for the meeting or purpose of use) Estimated Attendance

\_\_\_\_\_  
Facility requested (See Room fees & Policy) Tartan Hall, Fellowship Hall, M-2, classrooms, Sanctuary, Chapel, Storage, Entire Facility

\_\_\_\_\_  
Date(s) requested (From) (To) Time Requested (From) (To)

\_\_\_\_\_  
List equipment or set-up needed

\$ \_\_\_\_\_ Tartan \_\_\_\_\_ Fellowship \_\_\_\_\_ Kitchen \_\_\_\_\_ Other \_\_\_\_\_  
Room Fee amount or Member contribution

Security Deposit \$ \_\_\_\_\_

Key Deposit \$ \_\_\_\_\_

Custodian Fee \$ \_\_\_\_\_ \$60.00 If renter prefers to use church custodial services

Total Amount \$ \_\_\_\_\_  
Cash \_\_\_\_\_ Check \_\_\_\_\_ Check Number \_\_\_\_\_

\_\_\_\_\_  
Signature(s) person receiving Key Date

The First Presbyterian Church, as a ministry to the community, grants the use of its facilities only to those individuals and organizations whose purpose for being here is consistent with Christian values, ideals and teachings as understood by the First Presbyterian Church. By signing this, I/we agree that I/we fully understand the guidelines, policies and procedures for the use of your facilities and will adhere to them as previously outlined in this document including rental amount, deposit, the Alcohol Use Policy and any cleaning cost should it not completed within 5 hours of the event.

Groups using our facility must have a Certificate of Liability Insurance issued to us prior to your event naming First Presbyterian Church as "Additional Insured".

\_\_\_\_\_  
Signature(s) of Renter(s) Date

\_\_\_\_\_  
Clerk of Session or Property Chairperson Signature (if Applicable) Date