

Building Use Form**First Presbyterian Church, Napoleon Ohio**

This form is to be used to reserve the church's building and grounds or borrow church property for church or other activities. It should be completed two months before the activity and no later than one week before the activity and returned to the church, c/o the Business Manager.

1. Date of activity _____ Time _____

2. Type and purpose of activity _____

3. Area, rooms or equipment involved _____

4. Group and/or person responsible _____

5. Number of people expected to attend and /or use _____

6. Is this activity designed as a money-making activity? _____YES _____NO

7. Will you be rearranging the room? _____YES _____NO

8. Will you be using any of the church's electronic equipment? _____YES _____NO

9. Will you be bringing significant displays or equipment? _____YES _____NO

10. Please list details below concerning the nature of the meeting, equipment used, equipment brought in, and anything else we would need to know. Use the back to draw any seating configurations you are creating:

We agree to abide by the Facility Use Policy of the First Presbyterian Church and will be responsible for our group's activity.

Signed _____ Date _____

Phone _____ Email _____

For office use only: Building Use fee _____ Setup Labor Fee _____ Organist Fee _____

Cleanup Fee _____ Equipment Fee _____ Misc. Fee _____