

FIRST PRESBYTERIAN CHURCH



BUILDING & EQUIPMENT USE PERMIT

Date Requested : _____ Time: (please print beginning to ending time) _____
Purpose: _____ Requested By: _____
Date of Session Approval _____ Contact Phone # _____

Building Space

Please indicate the areas of the building you are requesting by circling the letter/s on the floor plan on the 2nd page of this document. (shaded areas are not available for use)

Presbyterian Church - Equipment

Special Notes:

- | | |
|---|---|
| <input type="checkbox"/> Round Tables _____ | <input type="checkbox"/> Coffee Maker _____ |
| <input type="checkbox"/> Long Tables _____ | <input type="checkbox"/> Partitions _____ |
| <input type="checkbox"/> Folding Chairs _____ | <input type="checkbox"/> _____ |

Fees and/or special authorization necessary for the following:

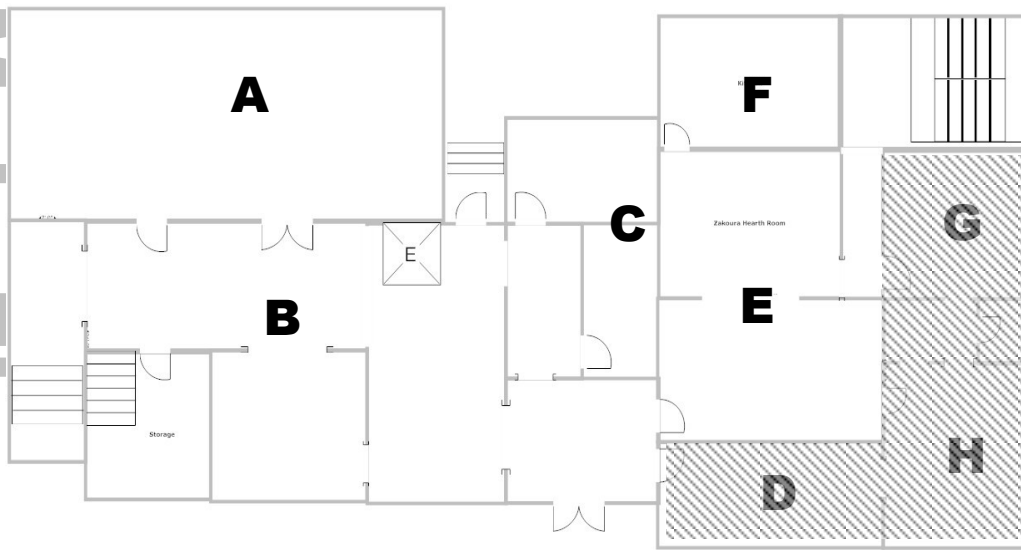
- | | | |
|--|--|--|
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Hand Held Microphone | <input type="checkbox"/> Lavalier Microphone |
| <input type="checkbox"/> TV in the Narthex | <input type="checkbox"/> TV in the Zakoura Hearth Room | <input type="checkbox"/> DVD/ VCR Player |

Would you like to make a donation toward the upkeep of the church?
Please make checks payable to First Presbyterian

We are glad to be sharing our space with you! Here are a few things that are important to us:

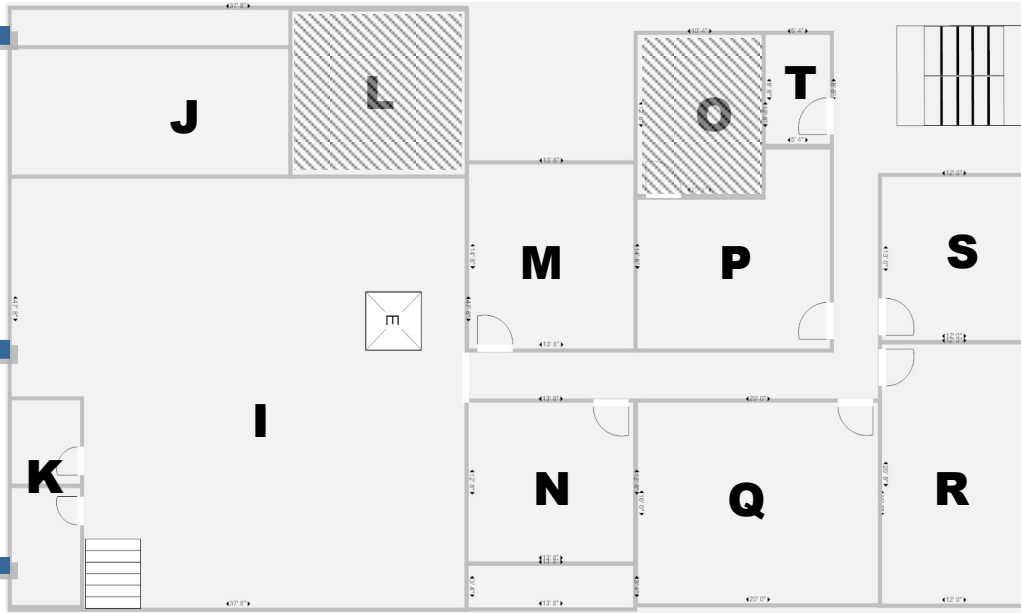
- * In the case of a scheduling conflict, church programming takes priority at with at least 30 days notice
- * Membership must host all visiting groups for the duration of the event.
- * All visiting groups shall be responsible for their own clean up (i.e. vacuuming, taking out trash to receptacles in hallway, relining trash cans and wiping down tables and counter tops, putting tables and chairs back as you found them).
- * You may be sharing space with other people. So please keep this paper throughout the duration of your event in order to clarify which room is reserved.
- * If your group is using the nursery – we ask that you pick the toys up and leave the room as you found it.
- * Members are welcome to use church linens. If you do so, please take home and launder and return to the church building within 48 hours.
- * Youth are never allowed to be in the building without adult supervision. We require a ratio of at least 3 adults for every 20 young people.
- * Volunteers who supervise youth are required to sign a sexual misconduct release form.
- * There is quite a bit of technology in our building. This equipment requires special expertise. The televisions are available for DVD and VCR use only. The copier is for office use only.
- * If you will be eating, we ask that you bring your own food, drink, napkins, plates and cups. All dishes must be washed and put away.
- * Once your group arrives, please lock the doors. This prevents people from wandering in looking for help that is not available to them.
- * With the exception of youth programming, overnight stays shall not be held Saturday Nights at the church.

Main Floor



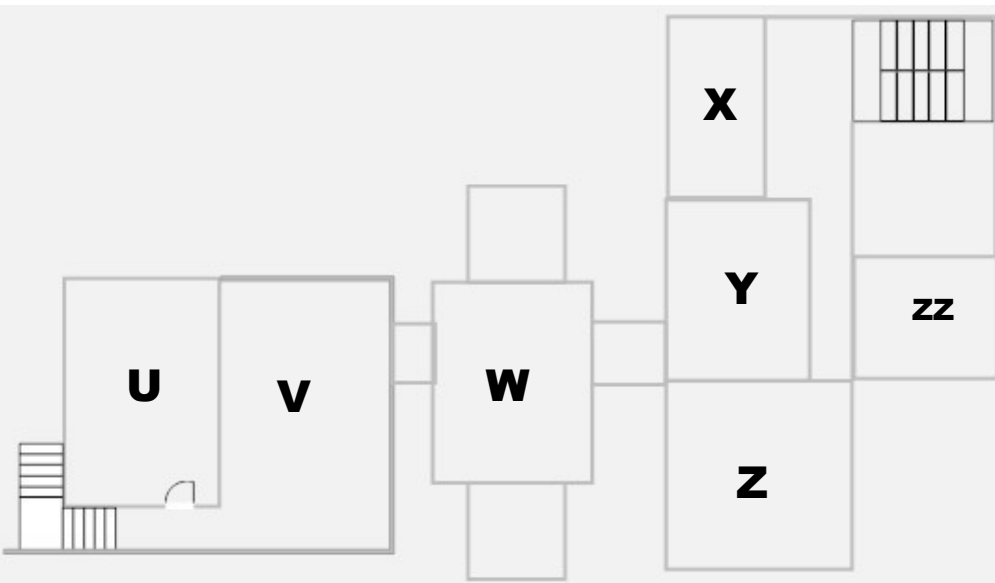
- A Sanctuary
- B Narthex
- C Restrooms
- D Pastors Library
- E Zakoura Hearth Room
- F Kitchen
- G Staff Office
- H Rev. Kings Office

Lower Level



- I Fellowship Hall
- J Kitchen
- K Restrooms
- L Boy Scout Room
- M Classroom
- N Classroom
- O Equipment Room
- P Classroom
- Q Choir Room
- R Computer Room
- S Classroom
- T Restroom

Upper Level



- U Nursery
- V Video Room
- W Lewis Leadership
- X Kitchen
- Y High School Class
- Z Middle School Class
- ZZ Restroom