

Building Use Request Application
First Presbyterian Church
321 W. South Street • Kalamazoo, MI 49007
Phone: (269) 344-0119 Fax: (269) 344-4645

Today's Date

Name of Group/Individual _____

Address _____ Daytime Phone _____ E-mail _____

Contact Person _____ Evening Phone _____

Date(s) Requested: _____ - _____ Day of week _____

If regular meeting: _____ Weekly or _____ Monthly Usage by non-profit group: yes _____ no _____

Event Time: _____ - _____ Set-up Time: _____ - _____

Room(s) Requested _____ Size of Group _____

Additional Information _____

Purpose of Use: *(Please describe in space below and be specific and include a mission statement from the organization)*

Additional Information

Setup and meeting requirements

_____ Chairs _____ Tables _____ Platform _____ Lectern _____ Microphone _____ Piano

_____ TV/VCR _____ Overhead Projector _____ Screen _____ Easel _____ Erasable Board

Other (be specific) _____

Food/Beverage request: _____ Water _____ Coffee _____ Decaf _____ Hot Water _____ Tea bags

Will a meal will be served: _____ Yes _____ No If yes, who is responsible _____

Reminder Return form to the Office Manager, Kimberly Ridley.

The building closes at 9:00 pm. Saturday or Sunday events require special approval.

Please Complete Room Set-Up Information On Reverse Side

For Church Staff Use Only: Date Request Received _____ Date Use Approved _____

Room Layout

(please be specific – indicate doors and direction of seating)



Fee Schedule (if applicable)

_____ Custodial Service _____ Piano Moving _____ Piano Tuning _____ Kitchen Fee _____ Other

Authorization

Organization/Individual Contact Person

Signature of Group/Individual _____

First Presbyterian Church Authorization

Pastor or Designee

Date of Approval

This approval is for a maximum time of one calendar year. Renewal is not automatic and application must be completed again by group/individual.