

Please provide notice at least 14 days in advance of the event.

The Chapel hours are 9:00 am - 9:00 pm.

All Chapel use is subject to approval by Staff and Session.

Building Use Request Application

First Presbyterian Church – Pine Island Campus

8882 W Q Ave • Mattawan, MI 49071

Phone: (269) 344-0119

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 _____

If used by non-profit organization, a copy of the organization's proof of insurance must be provided and an Indemnification Agreement signed.

Event Time: _____ - _____ (doors open to public/invited guests) Set-up Time: _____ - _____ (Total time building needs to occupied)

Room(s) Requested _____ Size of Group _____

Are you charging admission? _____ How much? _____

Additional Information _____

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

Additional Information

Set up and meeting requirements

_____ Chairs _____ Tables _____ Lectern _____ Piano _____ Roku _____ Projector
_____ Screen _____ Microphone _____ Easel _____ Erasable Board

Other (be specific) _____

No church-owned equipment or furnishings can be removed from church buildings unless specifically approved by the pastor or head of staff.

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

Is the kitchenette to be used? _____ Will a meal be served: _____ Yes** _____ No

If yes, who is responsible _____

Notes:

Please Complete Room Set-Up Information On Reverse Side

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

***Additional Charge / **Maybe an Additional Charge**

Return to Operations Coordinator Kelly Short, kellys@fpckzoo.org.

Room Layout

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

Fee Schedule

_____ Custodial Setup/Cleanup Service _____ Piano Tuning _____ Greeter Fee _____ Room Fee
_____ Additional Custodial Service by Hour

Authorization

Person signing below has read, and agrees to, the aforementioned conditions and has authority to enter into this agreement for the organization/individual.

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.