

APPLICATION/CONTRACT FOR USE OF CHURCH FACILITIES

FIRST PRESBYTERIAN CHURCH

414 Sunset Road, Wilson, N.C. 27893

(252)243-3115 email: fpc@firstpreswilson.com

Name of organization _____

Contact person* _____ Telephone # _____

Address _____ Email _____

Purpose of use _____

Size of group: Adults _____ Children _____

Date(s) & time(s) of requested use:

Date(s) _____

Time(s): Beginning: _____ Ending _____

Room(s) _____

Special Requirements (if any) _____

**It is required that the contact person will be responsible for 1.) making all arrangements; 2.) seeing that all donations are remitted; 3.) ensuring that all church property is protected, and that any furnishings that are moved are put back in place; and 4.) upon leaving, ensure that the facility is clean, that all lights are turned off, and that all exterior doors are locked.*

I have read, understand and agree to abide by the
"Policies and Requirements for Use of Church Facilities"

_____ Date _____

Signature of Applicant

----- For Church Use -----

Date request received _____ Date action taken by Session _____

Approved ____ Denied ____

Key issued: Yes ____ No ____ Date issued _____ Date returned _____

Donation: Date received _____ Amount _____