

INSTRUCTIONS FACILITIES USAGE APPLICATION FORM

First Presbyterian Church

Rev. June 13, 2017

1. Any group interested in using our facilities must complete a “Facilities Usage Application” which can be printed from our website, www.firstprescolumbia.org, by going to the LIBRARY link and clicking on FORMS.
2. The form should be completed in its entirety and either mailed (1324 Marion Street, Columbia, SC 29201, ATTN: Barbara Shealy), faxed (799-9172) or e-mailed (bshealy@firstprescolumbia.org) at least 45 days prior to event date desired.
 - A. To avoid confusion, please list one contact’s name and contact information who will handle all communications with church staff.
 - B. If food and/or beverages are to be a part of your function, please give details in the appropriate spaces, including whether this will be handled by your group or by the church’s Food Services.

NOTE: Food and beverage needs must either be handled entirely by our kitchen staff or catered entirely by others. (If at outside caterer is used, there is no access to the kitchen facilities.)
3. The date, time and location of your event will be checked against our church calendar to see whether there are any conflicts with church activities. If there are, you will be notified so you may either select an alternate time or find other accommodations.
4. If there is no conflict with the church’s activities, your application will be submitted to the Facilities Usage Committee for review and approval. The Committee generally meets monthly.
5. Non-member usages will not be given final approval until 180 days before the event. This time frame is to insure that non-church related groups with long lead times do not gain priority over church events and church member requests. (In other words, a non-member event will remain tentative on the church calendar and will not be confirmed until 180 days prior to the event.)
6. When their decision is received, the fees will be established and you will be notified accordingly. When you have agreed to the fees and any other details, your event will be placed on the calendar. Deposit must be received in order to reserve the facilities.
7. Please note that any arrangements for food and/or beverages to be handled by our kitchen staff must be handled directly with our Executive Chef at (803) 799-9062, extension 247.
8. Following the event, any fees assessed will be invoiced to you for payment. Please note that the costs for clean-up can be minimized by cleaning up as much as possible after your event, returning the facility to its pre-event condition.

First Presbyterian Church
1324 Marion Street * Columbia, SC 29201
(803) 799-9062 * FAX (803) 799-9172

FACILITIES USAGE APPLICATION

NOTE: All blanks must be completed prior to submission for approval.

Date of Application _____

Name of Organization _____

Name of Applicant & Relation to Church (member, family of member, etc.) _____

Contact Address _____

E-Mail: _____

Contact Phone #s: Office: _____ Mobile: _____ Home: _____

Primary Purpose of Organization (use back of form if needed):

Event Description (use back of form if needed):

Date of Event - 1st Choice _____ 2nd Choice _____

Start Time of Event _____ **Ending Time** _____
(1 hour allowed after event for clean-up, etc.)

Time required before event for decorating, set-up, etc. _____

Estimated # in Attendance _____

Will you serve food and/or beverages for your function? _____

If so, do you wish FPC to provide food or beverages (NOTE: food and beverages must be entirely provided by our Food Services, or by an outside caterer)? _____

Facilities Needed - see map of campus, or explain types of rooms needed:

List **all** equipment and room arrangements to be provided by the church (sketch or use back if necessary):

This completed application should be submitted to the Church Administrator **at least 45 days prior to event.**
If approved, established fees are due and payable at least 72 hours prior to event.

FIND YOUR WAY AROUND

