

FACILITY USE REQUEST
First Presbyterian Church, Corning, NY

The following group/organization is requesting use of facilities of First Presbyterian Church:

Name of Group/Organization _____
check one: profit non-profit

Name of Responsible Person _____

Address of Group or Responsible Person _____

Phone Number of Group or Responsible Person _____

Room(s) Requested _____

Purpose of Use _____

Date(s) Requested _____ Times Needed: From _____ To _____

Will Food Be Served? _____ Will Beverages Be Served? _____ If so, please specify.

Number of People Involved _____

Special Requests _____

Other than one-time use, please attach proof of insurance.

By signature below, the above-named group/organization, during its use of church facilities, does not hold the church liable during said use.

Signature Date

FOR CHURCH USE ONLY

Approved _____ Rejected _____ Custodial Services Needed _____

Facility Fee Requested \$ _____ Proof of Insurance Attached _____

*Key Issued _____ *Key Returned _____ *Key Deposit Paid _____
(note amount)

*Date & Initial These Lines

Signature of Church Officer

This form must be signed and submitted to the Executive Committee before approval is considered.