

FACILITY REQUEST FORM FOR THE FAITH AND FELLOWSHIP CENTER

Contact Information:

Name of event sponsor ("Event Sponsor"): _____

Name of person planning event: _____

Address: _____

Home _____ Cell _____

Work _____ Email: _____

Event Information:

Use of the Center for wedding receptions is not covered by this form. Please refer to the wedding policy and wedding form.

Date of Event: _____ Time of Event: _____ No. Attending _____

Description of Event: _____

Rooms Requested:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Library |
| <input type="checkbox"/> Coleman Hall | <input type="checkbox"/> Sunshine Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom A |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Classroom B |
| <input type="checkbox"/> Parlor | <input type="checkbox"/> Other |

If requesting the kitchen, will you be using a caterer?

- Yes No

Caterer Name: _____ Number: _____

If requesting Coleman Hall, will you be using the sound equipment?

- Yes No

Will you be using our projection equipment?

- Yes No

If "yes" is answered to any of these questions, the meeting date and time with the property committee representative and/or food coordinator for instructions on use?

For office use only

Fees Due: _____ Church Representative: _____

Date Submitted: _____

Agreement

In consideration of First Presbyterian Church, Highlands NC (the “Church”) allowing the Event Sponsor named below to use the Church’s Faith and Fellowship Center (the “Center”) for the event described in the attached Facility Request Form, it is confirmed and agreed as follows:

1. The person signing below (“Signer”) is an authorized representative of the Event Sponsor and may sign this Agreement and obligate the Event Sponsor to each of its provisions.

2. The Signer has read the attached Faith and Fellowship Center Use Guidelines, and agrees that the Event Sponsor will comply with each and every one of them, specifically including the liability for damages and injuries referred to in guidelines 6 and 12.

Name of Event Sponsor: _____

Name of Signer (please print): _____

Signature

Date