First Presbyterian Church

Room Reservation

☐ Church Member* Date of Application _____

☐ Non-Member**

For non-member sponsored events, we require a ***Certificate of Insurance*** or signed ***Hold Harmless Agreement***.

Name of Organization _____

Description of Organization _____

Name of Person in Charge _____ Phone _____

Address of person in charge _____ City/State _____

*Member of your group who is an active member of First Presbyterian Church

Name _____ Phone _____

Purpose for using the facilities _____

Date(s) Needed _____ Starting Time _____ Ending Time _____

Number of people expected _____ Age range of people _____

PLEASE CHECK ALL FACILITIES AND/OR EQUIPMENT NEEDED

☐ Fellowship Hall	☐ Narthex	☐ Dishwasher	☐ TV / DVD	☐ Grand Piano
☐ Gathering Room	☐ Nursery	☐ Linens ($50.00 Fee)	☐ Projector	☐ Keyboard
☐ Kitchen	☐ Parlor	☐ Sound System	☐ Microphone	☐ Organ
☐ Picnic Area	☐ Sanctuary	☐ Tables/Chairs	☐ Dry Erase	
	☐ Classroom _____			

Additional Requests _____ Room Setup Request - **See back of form**

Please specify

APPLICATION IS TO BE RECEIVED BY THE CHURCH OFFICE AT LEAST TWO WEEKS PRIOR TO THE DATE OF USE.

Return to: First Presbyterian Church
1225 Fourth Street
Fond du Lac, WI 54935

If you have questions please contact the church office.
Voice 920.922.0425
Email fdloffice@fdlpresbyterian.org

*For non-member events there will be a minimum $50.00 fee for use of the church. In addition, a refundable $100.00 security deposit is due at time of approval. Inspection by a designated church member or staff will occur within 24 hours following use to determine return of security deposit.

By signing this form I acknowledge that I have received, read and understand the **Facility Use Policy**.

Signature _____ Date _____

First Presbyterian Church

Room Set Up Request

Tables _____ Chairs _____ Miscellaneous _____

Kitchen

Please draw a diagram of your room set-up

Additional Notes _____