

**FIRST PRESBYTERIAN CHURCH OF PLYMOUTH**  
**Building Use and Activity Request Form**  
 701 Church Street - Plymouth, MI 48170 - (734) 453-6464  
 2013-2014

Name of Group \_\_\_\_\_

**Date of Use**  
 Single Use: Date \_\_\_\_\_

Purpose of Use \_\_\_\_\_

**Ongoing Use**

Room Requested \_\_\_\_\_

September 2013 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Number of People \_\_\_\_\_

October 2013 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Function **Beginning** Time \_\_\_\_\_

November 2013 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Function **Ending** Time \_\_\_\_\_

December 2013 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Function **Access** Time \_\_\_\_\_

January 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Evacuation Time \_\_\_\_\_

February 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\*\*\*\*\*

March 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Check Those That Apply**

\_\_\_ Kitchen use requested  
 \_\_\_ **Dishes to be washed by volunteers**

April 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

May 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

June 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Equipment Needed:

- \_\_\_ Coffee Maker(s)
- \_\_\_ Corelle China
- \_\_\_ Daily Flatware
- \_\_\_ Daily Linens
- \_\_\_ Wedding China
- \_\_\_ Oneida Flatware
- \_\_\_ Silver Service
- \_\_\_ Formal Linens – (May be rented from Presbyterian Women)

**Paper Products**  
 We no longer provide paper products. You need to supply these items.

July 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

August 2014 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\*\*\*\*\*

**Setup Information**

\_\_\_ Set-up and tear down requested (drawing of requested set-up must accompany form).  
 \_\_\_ Volunteers will handle own set-up & teardown.

\*\*\*\*\*

\*\*\*\*\*

Other equipment needed or special event information:

**Administrative Use Only**

\*\*\*\*\*

Church Administrator Approval \_\_\_\_\_  
 Church Administrator Rejection \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Reason \_\_\_\_\_

**Address** \_\_\_\_\_

Date \_\_\_\_\_

**Home Phone** \_\_\_\_\_

Fees \_\_\_\_\_

**Work Phone** \_\_\_\_\_

Deposit \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

Date Posted to Calendar: \_\_\_\_\_

**Date Form Submitted** \_\_\_\_\_

Date Posted to Website: \_\_\_\_\_