

FIRST PRESBYTERIAN CHURCH OF PLYMOUTH
Building Use and Activity Request Form
701 Church Street, Plymouth, MI 48170 • (734) 453-6464
2016—2017

Group Name _____

Single Use Date: _____

Purpose of Use _____

Recurring Use

(Write the requested date in the appropriate week)

Room(s) Requested _____

Week 1 Week 2 Week 3 Week 4 Week 5

Number of People _____

September 2016 _____

Function **Beginning** Time _____

October 2016 _____

Function **Ending** Time _____

November 2016 _____

Function **Access** Time _____

December 2016 _____

Function **Evacuation** Time _____

January 2017 _____

February 2017 _____

Check Those That Apply

March 2017 _____

Kitchen use requested (all clean-up is group's responsibility)

April 2017 _____

Set-up/tear down requested (set-up drawing **must** accompany form)

May 2017 _____

Volunteers will handle own set-up and tear down

June 2017 _____

For weekend/private events, night watchman is requested (Fee: \$10/hour paid directly to night watchman)

July 2017 _____

August 2017 _____

Event Advertising

Bulletin Announcement Requested (Note: Forward information to Carole Crete by **Tuesday** prior to start date - carolecrete@fpcp.net)

Start Date _____ (3 weeks max.)

Website/Facebook Publicity (Note: Contact Susan Underhill - susanunderhill@fpcp.net)

Other Event Details

Paid Childcare Needed? Contact Audrey Goodison, Childcare Coordinator @ audreygoodison@fpcp.net.

Administrative Use Only

Contact Person _____

Communication Admin. Response Approved
 Rejected

Address _____

Minister / Session Approval (if needed) _____

Home Phone _____

Reason _____

Work/Cell Phone _____

Response Date _____

E-mail Address _____

Fees Charged _____ Deposit _____

Date Form Submitted _____

Date Posted to Calendar _____