

FIRST PRESBYTERIAN CHURCH OF PLYMOUTH
Building Use and Activity Request Form
701 Church Street, Plymouth, MI 48170 • (734) 453-6464
2017—2018

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 2017 _____

Function **Beginning** Time _____

October 2017 _____

Function **Ending** Time _____

November 2017 _____

Function **Access** Time _____

December 2017 _____

Function **Evacuation** Time _____

January 2018 _____

February 2018 _____

Check Those That Apply

March 2018 _____

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

April 2018 _____

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

May 2018 _____

Volunteers will handle own set-up and tear down

June 2018 _____

For weekend/private events, night watchman is requested (Hourly fee paid directly to night watchman)

July 2018 _____

August 2018 _____

Event Advertising

Bulletin Announcement Requested (Note: Forward information to Julie Thompson by **Tuesday** prior to start date - juliethompson@fpcp.net)

Other Event Notes or Details

Start Date _____ (3 weeks max.)

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

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

Administrative Use Only

All outside meetings requested must have Session approval to be booked. Please allow 1 month for approval process.

Contact Person _____

Session Submission Date _____

Address _____

Session Response: Approved Rejected

Home Phone _____

Reason _____

Work/Cell Phone _____

Response Date _____

E-mail Address _____

Fees Charged _____ Deposit _____

Date Form Submitted _____

Date Posted to Calendar _____