

BUILDING USE AND ACTIVITY REQUEST FORM

First Presbyterian Church of Plymouth

701 Church Street, Plymouth, MI 48170 • (734) 453-6464
2019—2020

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 2019 _____

Function **Beginning** Time _____

October 2019 _____

Function **Ending** Time _____

November 2019 _____

Function **Access** Time _____

December 2019 _____

Function **Evacuation** Time _____

January 2020 _____

February 2020 _____

March 2020 _____

April 2020 _____

May 2020 _____

June 2020 _____

July 2020 _____

August 2020 _____

Check Those That Apply

- Kitchen use requested (all clean-up is group's responsibility)
- Wish to use real tableware; wash-up assistance requested (check to request assistance from the Earthcare Committee to reduce paper/plastic)
- Set up/tear down assistance requested (set-up drawing must accompany form)
- Volunteers will handle own set up and tear down
- For approved private events, night watchman is required (Hourly fee paid directly to night watchman)
- For paid Childcare, contact Beth Hurley, Childcare Coordinator @ bethhurley@fpcp.net.

Other Event Notes or Details

Event Advertising

- Bulletin Announcement Requested (3 weeks max.)
Forward information to Julie Thompson by 4:00pm on **Tuesday** prior to desired start date - juliethompson@fpcp.net
- Narthex Table/Poster Display Requested (3 weeks max., total 3 displays max., on any given weekend, based on availability)
Forward information to Susan Underhill by 4:00pm on **Tuesday** prior to desired start date - susanunderhill@fpcp.net
- Website/Facebook Publicity (May be posted at any point prior to event) Forward written or digital information to Susan Underhill at 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

Best Phone # to Contact _____

Reason _____

E-mail Address _____

Response Date _____

Date Form Submitted _____

Fees Charged _____ Deposit _____

Date Posted to Calendar _____