

Spanish Fort Presbyterian Church

Application to Facility Usage

On-Going Event

This is not a contract ~ all dates & times requested below are *not* confirmed until APPROVED.
PLEASE ALLOW ONE WEEK FOR APPROVALS

DATE OF APPLICATION: _____

1. CONTACT INFORMATION

ORGANIZATION: _____

NAME OF RESPONSIBLE PARTY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE: _____ EMAIL: _____

NON-PROFIT: YES NO IRS NUMBER (if applicable): _____

Please provide a copy of your IRS letter if you are new to Spanish Fort Presbyterian

2. EVENT INFORMATION

TYPE OF EVENT: 12 STEP PROGRAM MEDITATIVE / SMALL GROUP MUSIC GROUP
 ACTIVE/SPORTS GROUP COMMUNITY GROUP OTHER _____

EXPECTED # IN ATTENDANCE: _____

3. REQUESTED DATES / TIMES

*Please request dates as needed. Remember to request all needed set-up and clean-up time if applicable.

DAY(S) OF WEEK REQUESTED:

<input type="checkbox"/> SUNDAY	<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY	<input type="checkbox"/> SATURDAY
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FREQUENCY OF MEETING:

<input type="checkbox"/> DAILY	<input type="checkbox"/> WEEKLY	<input type="checkbox"/> MONTHLY	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> 1 st Week <input type="checkbox"/> 2 nd Week <input type="checkbox"/> 3 rd Week <input type="checkbox"/> 4 th Week			

*Maximum time request of 1 year – contract can be renewed after one year.

SERIES START DATE:	SERIES END DATE:	ARRIVAL / SET-UP TIME:	EVENT START TIME:	EVENT END TIME:	CLEAN-UP END TIME:

****doors will be opened/unlocked at the requested arrival/set-up time & not before; we recommend an arrival/set-up time to be a minimum of 15 minutes before the Event Start Time.**

4. FACILITIES REQUESTED

- | | | |
|--|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Music Wing | <input type="checkbox"/> N Wing Classroom _____ |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Youth Wing | <input type="checkbox"/> S Wing Classroom _____ |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Youth Classroom _____ | <input type="checkbox"/> Yard/Courtyard |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Parlor (N6) | <input type="checkbox"/> Other _____ |

5. EXTRA ITEMS REQUESTED*:

- | | | |
|---|---|--|
| <input type="checkbox"/> Piano | <input type="checkbox"/> Round Tables x _____
<i>(provide details in section 6)</i> | <input type="checkbox"/> Chairs x _____
<i>(provide details in section 6)</i> |
| <input type="checkbox"/> Music Stand _____
<i>(3 available - \$5 each)</i> | <input type="checkbox"/> 6' Rectangular Tables x _____
<i>(provide details in section 6)</i> | <input type="checkbox"/> Chair Covers x _____
<i>(# available - \$2 each)</i> |
| <input type="checkbox"/> Microphone
<i>(2 available - \$20 each)</i> | <input type="checkbox"/> Round Tablecloths x _____
<i>(# available - \$8 each)</i> | <input type="checkbox"/> Other _____
<i>(provide details in section 6)</i> |

6. SPECIAL SETUP DETAILS, NOTES OR REQUESTS:

* **Please clarify details of event(s) here.** Provide your proposal for the arrangement of tables & chairs (i.e. ticket tables, reception tables, additional seating in church), including the setup of any stage / risers / other equipment that you will provide. Upon approval, you are entirely responsible for the setup, rearranging of tables/chairs, and then are expected to restore the room to its original layout.

7. **I acknowledge that I have read the Terms & Agreements of Spanish Fort Presbyterian Church** *(attached)*
8. **SUBMIT THIS FORM - COMPLETED APPLICATION MUST BE RETURNED TO SFPC'S OFFICE ADMINISTRATOR:**
Email: office@spanishfortpc.com
Mail: Spanish Fort Presbyterian Church, 6620 Spanish Fort Blvd, Spanish Fort, AL 36527
In Person: appointment required – call the office @ 251-626-1242 to schedule an appointment.

9. APPROVAL PROCESS

All applications will be reviewed by designated members of Session or appointee(s). Upon decision of this application, you will be notified via email.

- a. Approved application: approval will be sent via email which will include an approved contract containing a breakdown of the costs associated with renting the facilities and payment instructions. Please return the signed contract along with the security deposit.
- b. Declined application: a statement of reason for the declined application will be sent.

SPANISH FORT PRESBYTERIAN CHURCH	
APPLICATION STATUS (office use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (<i>DECLINED</i>)
Signature: _____	
Date: _____	