

Spanish Fort Presbyterian Church

Application to Facility Utilization

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

DATE OF APPLICATION: _____

1. CONTACT INFORMATION

ORGANIZATION: _____

NAME OF RESPONSIBLE PARTY: _____

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

CELL PHONE: _____ EMAIL: _____

501(c)(3) NON-PROFIT: YES NO IRS NUMBER (if applicable): _____

Please provide a copy of your IRS letter if you are new to SFPC

2. EVENT INFORMATION

TYPE OF EVENT: CONCERT PERFORMANCE RECITAL STUDENT RECITAL REHEARSAL

MEETINGS RECEPTION / PRIVATE PARTY OTHER _____

EXPECTED # IN ATTENDANCE: _____ EXPECTED # OF PERFORMERS: _____
(if applicable)

WILL FOOD/BEVERAGES BE SERVED? NO YES – PLEASE SPECIFY: _____

FREE EVENT? NO YES OPEN TO PUBLIC? NO YES

3. REQUESTED DATES / TIMES (all dates & times requested below are not confirmed until APPROVED)

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

DATE(S):	ARRIVAL / SET-UP START 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

Church (Main Sanctuary)

Class Room(s)

Kitchen

Fellowship Hall

Music Room

Other _____

Chapel

Youth Room

Other _____

5. EXTRA ITEMS REQUESTED*:

Piano

Tables _____
(provide details in section 6)

Chairs _____
(provide details in section 6)

Music Stand _____
(3 available)

Microphone _____
(2 available - \$25 each)

Parlor

Decorations

We will provide our own Risers Stage

6. SPECIAL SETUP DETAILS, NOTES OR REQUESTS:

* Please clarify *details* of event(s) here. Provide instructions for the arrangement of tables & chairs (i.e. ticket tables, reception tables, additional seating in church), including the set up of any stage / risers / other equipment that you will provide.

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: churchoffice@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	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (<i>DECLINED</i>)
Signature: _____	
Date: _____	