

# Spanish Fort Presbyterian Church

## Application to Facility Utilization

### Single-Use 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: \_\_\_\_\_

501(c)(3) 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:     CONCERT     PERFORMANCE RECITAL     STUDENT RECITAL     REHEARSAL  
 MEETING     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**

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

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