

APPLICATION FOR USE OF CHURCH FACILITIES

First Presbyterian Church
514 S. Armistead Avenue
Hampton, VA 23669

Date submitted: _____

Name of organization: _____

Point of Contact: _____ Telephone number: _____

Mailing address: _____

Email: _____

Type of organization: Public Private Non-profit

Date(s) of use: _____ Time of day: _____

Purpose (give complete description):

Rooms or facilities requested:

- | | |
|---|---|
| <input type="checkbox"/> Upstairs fellowship hall | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Downstairs fellowship hall |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Lawn area | <input type="checkbox"/> Parking lot |
| <input type="checkbox"/> Organ | <input type="checkbox"/> Other: _____ |

Number of people expected: _____

What setups are required:

- Tables – how many:
 Chairs – how many:
 Piano
 Other: _____

Expected donation to be made: _____

Upon approval, please make check payable to “First Presbyterian Church” and mail to the church before the event date. Your reservation will not be confirmed until the check is received.