



FALLS CHURCH PRESBYTERIAN

APPLICATION FOR USE OF FACILITIES

- 1. Today's Date _____
 - 2. Organization _____
 - 3. Applicant Name _____
 - 4. Street Address _____
 - 5. City / State / Zip _____
 - 6. Mobile Phone _____
 - 7. E-Mail _____
 - 8. Name _____
 - 9. Mobile Phone _____
 - 10. Event Type _____
 - 11. Date(s) of Use _____
 - 12. Time Rental Begins* _____
 - 13. Time Rental Ends* _____
 - 14. Total Rental Hours _____
 - 15. Time Event Begins _____
- *Include setup and cleanup time
- Person in Charge (if other than applicant):

Event Details

- 16. Number of Attendees _____
- 17. User Type Nonprofit For-Profit Member
- 18. Will User Collect Fees or Tuition for Event? YES NO
If YES, Amount Collected per Person _____
- 19. Space Requested (S-Small, M-Medium, L-Large)

Lower Level

- Room 17 - M
- Room 23 - S
- Room 55 - L
- Room 55b - M
- Room 58 - S
- Memorial Hall East - L
- Room 22 - S
- Room 54 - M
- Room 55a - M
- Room 56 - S
- Memorial Hall - L
- Memorial Hall West - L

Main Floor

- Conference Room - S
- Library - M
- Fellowship Hall - L
- Fellowship Hall w/Kitchen - L
- Parlor - M
- Sanctuary - L
- Fellowship Hall Loft - L

Second Floor

- Room 201 (Nursery)

Third Floor

- Room 301 - M
- Room 308 - M
- Room 303 - S
- All Third Floor - L

Parking Lot/Grounds

- Parking Lot/Grounds

20. Room Setup Needed? YES NO

21. Setup Details (enter quantity where applicable)

- Round Tables ____
- Rectangular Tables ____
- Chairs
- TV/DVD

Additional information _____

Office Use Only