



# 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 54 - M
- Room 55 - L
- Room 58 - S
- Memorial Hall - L

#### Main Floor

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

#### Second Floor

- Room 201 (Nursery)

#### Third Floor

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

#### Parking Lot/Grounds

- Parking Lot/Grounds only

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**