

# NON-MEMBER FACILITIES REQUEST FORM

First Presbyterian Church  
3000 E. Twelve Mile Road  
Warren, Michigan 48092 Phone: 586-751-1721

As part of our community service, First Church permits groups outside our church to utilize our facilities. Permission is granted (by our Session) based upon the requested information below, availability of facilities for dates and times needed, and agreement to said guidelines attached. A \$150.00 building use fee will be charged for the use of the church, and a \$100 administrative fee to cover janitorial service paid to the church unless otherwise directed. Please make checks out to *First Presbyterian Church of Warren*.

Our Session meets the 3<sup>rd</sup> Thursday of each month. Please return this form with the \$250 fee to the church at least one week before their next meeting for prompt consideration.

## Group Information

Contact Person: \_\_\_\_\_

Group / Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City / Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Purpose / Function: \_\_\_\_\_

Day(s) and Date(s) \_\_\_\_\_

Hour(s) \_\_\_\_\_

Approximate Attendance \_\_\_\_\_ Age Group \_\_\_\_\_

Does your group carry its own insurance? Yes \_\_\_ No \_\_\_

We agree to your guidelines listed on attached sheet Yes \_\_\_ No \_\_\_

To my knowledge, the information above is accurate and complete.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Paid \$250 Date \_\_\_\_\_

.....

Your request for use of our facilities has been approved. Yes \_\_\_

No.....Due to a conflict in one or more areas above, we are unable to accommodate you at this time. Please feel free to try again in the future as conflicts in availability may change.