

NON-MEMBER FACILITIES REQUEST FORM

Effective April 1, 2024

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 for the first 4 hours, \$50 for each additional hour** will be charged for the use of the church, and a **\$100 administrative fee** to be paid to the church unless otherwise directed. Please make checks out to *First Presbyterian Church of Warren*.

Our Session meets the 3rd Thursday of each month. Please complete and return this form for consideration. Upon approval, building use and administrative fees must be paid in full prior to the event day refunds will be given if there is a cancellation prior to event date. ***No-shows or cancellation less than 24 hours will not be refunded.***

Group Information

Contact Person: _____

Group / Organization: _____

Address: _____ City / Zip Code: _____

Contact Phone: _____

Purpose / Function: _____

Day(s) and Date(s) _____

Hour(s) _____

(Event hours are no later than 11:00 pm, Sunday – Thursday, and no later than 11:30 Friday and Saturday)

Approximate Attendance _____

Cannot exceed 100 people

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 \$ _____ Cash _____ Check # _____ Date _____

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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.