MEMBER FACILITIES REQUEST FORM
Effective April 1, 2024
First Presbyterian Church

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

First Church permits its members to utilize the church facilities for private or group functions. Permission is granted, by our Session, based upon availability of the facilities for the dates and times requested and agreement to the facility guidelines. **A $100.00 building use fee will be charged for use of the church.** Please make checks out to *First Presbyterian Church of Warren.*

Our Session meets the 3rd Thursday of each month. Please return this form with the $100 to the church at least one week before their next meeting for prompt consideration.

Member: _____

Group Name (if applicable): _____

Group Contact (if applicable): _____

Address _____

City / Zip Code: _____

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 (if applicable)? Yes ___ No ___

I/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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Yes, Your request for use of our facilities has been approved.

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.