

*First Presbyterian Church*

700 Park Avenue, Florence, SC Phone: 843-662-2583 Fax: 843-662-1726 www.florencefirst.org

**REQUEST FOR USE OF FACILITIES**

Dates(s) of Event:

Room(s) Requested:

Time to be Used (including time for set up and clean up)

Start:

End:

**Actual Time of Event to be Announced on Church Calendars:**

Estimated Number Attending:

Purpose of Event:

Church Related Event?

Church Equipment & Supplies Requested:

Table & Chair Configuration: (Attach diagram if necessary)

\* Note: Groups may use the facility as long as their purpose is not to raise money, promote a political purpose, or promote a business.

\*\* I acknowledge the receipt of, and understand and agree to comply with the policies and procedures for the use of church property.

Group Making Request:

Person Responsible:

Member of First Presbyterian?

Phone:

Email:

Address:

Signature:

Date:

\*\*A \$100 deposit is due to the church office upon approval. Fees are due two weeks before the event.

**Please email completed form to: [tstewart@florencefirst.org](mailto:tstewart@florencefirst.org)**

**For Office Use Only**

Total Fee Charged:

Deposit Collected:

Total Amount Collected:

Key Out:

Key In:

Event scheduled on Church Calendar:

Application Approved: