

USE OF FACILITIES FORM

FIRST PRESBYTERIAN CHURCH OF BABYLON

PLEASE SUBMIT TO KAREN AUSTIN 2 WEEKS PRIOR TO EVENT EVEN IF YOU DO NOT NEED A SET-UP. IF A SET-UP IS NEEDED, PLEASE BE CLEAR SO THAT OUR CUSTODIANS CAN ACCOMMODATE YOU.

THIS FORM MUST BE SUBMITTED TO ENSURE YOUR ACTIVITY IS ON THE CALENDAR.

Organization/ Committee/

Day(s), Date(s) Requested

Area, Requested

Time Needed

Will a free will offering be taken? _____

If YES,

For what purpose will proceeds be used? _____

Do you require Sexton to clean-up? _____ Yes _____ No

Who will be responsible for clean-up _____

I will be present personally to supervise all activities and assume responsibility:

- 1. For the organization, following all regulations and rules.**
- 2. Payment of any charges incurred.**
- 3. For any injury or property damage which may be caused by such use.**

Please Print Name

Signature

Contact Number

PLEASE CHECK-OFF THE ITEMS AND QUANTITY THAT YOU WILL NEED

<input type="checkbox"/> Tables: How Many___	<input type="checkbox"/> Mike
Size: Rectangle, Round?	<input type="checkbox"/> Lectern
<input type="checkbox"/> Chairs: How many?___	<input type="checkbox"/> Screen
<input type="checkbox"/> Cups: How many?___	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Plates-Large: How many?___	<input type="checkbox"/> Slide Projector
<input type="checkbox"/> Plates-Small: How many?___	<input type="checkbox"/> Movie Projector.
<input type="checkbox"/> Napkins: How many?___	<input type="checkbox"/> Film Strip Projector
<input type="checkbox"/> Tablecloths: How many?___	<input type="checkbox"/> Blackboard, Chalk, Eraser
<input type="checkbox"/> Coffee Pots: How many?___	<input type="checkbox"/> TV/VCR

PLEASE DRAW THE ARRANGEMENT OF TABLES/CHAIRS NEEDED. INDICATE WINDOWS, DOORS, ETC. ARRANGEMENTS AND SUPPLIES WILL ONLY BE PROVIDED AS REQUESTED ON THIS FORM.

