



Westminster Presbyterian Church
309 Fernwood Drive
Spartanburg, SC, 29307
Phone: 864-585-4186
 Fax: 864-582-0993
 E-Mail: wpc@wpcspartanburg.org

FACILITY USE AGREEMENT

PLEASE COMPLETE ENTIRE FORM

Name of Group/Organization* _____

Responsible Person _____

Address _____

Organization or Responsible Person's Day Phone _____

Fax _____ E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date of Request _____

Date(s) Requested _____ Start Time _____ End Time _____

Will the event be recurring: If recurring, please put end date _____

- One time only Monthly
- Weekly Multiple days

Which day of the week: *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested (see map):

- Sanctuary Parlor
- Gym Library
- Fellowship Hall A Adult Classroom Room Number
- Fellowship Hall B Conference Room (Church Office Building)
- Fellowship Hall C Children's Classroom Room Number
- Pastor's Study
- Kitchen access (If so, for what purposes? _____)

Anticipated Number of Participants: _____

Will food or drink be consumed? Yes No

Impact fee? Yes No \$25.00 per room= _____ Paid? Yes No

Signature: _____ Date: _____

*Organization must provide a Certificate of Liability Insurance

