

First Presbyterian Church of Conroe

Form Title: *Church Facilities Reservation Form, FPCC Form 05101*

Purpose: Use for requesting and reserving use of the church's facilities

1. Requestor: (name of person & telephone no.): _____
2. Date this form submitted: _____
3. Name of Event/Project/Program: _____
4. Description or purpose of event/project/program: _____

5. This request is for reserving the church facilities selected below:
Family Life Center gym _____, Family Life Center kitchen _____
Room(s), _____, _____, _____, _____, _____, _____
Other: _____
6. Date(s) for use: Start date: _____ End date: _____
7. Time of day the facilities are requested: from: _____ to: _____
8. If reoccurring, every week, month? _____
9. Give specifics for above (i.e., every Wed., etc.) _____
10. Total attendance/participation anticipated: _____
11. Name of FPCC's organization that is either using the facilities or sponsoring the user: _____
12. Name of Affiliated or Outside Organization that will be using the facilities: _____

13. Name of Outside Organization's person who will be on-site during the event and who will be the on-site contact person: _____
14. Name of the Facilities Use Sponsor (FPCC church member) and telephone number: _____

15. If an Outside Organization, is the facilities' use for either a social event or of an income –generating nature? Yes _____ No _____
16. Will any persons under the age of eighteen be using the facilities? Yes ___ No ___
[Reference OPS 05.10 for completing F-05105.]
17. Will any adults (18 and older) be using the facilities? Yes _____ No _____
[Reference OPS 05.10 for completing F-05104.]
18. Provided to Requestor OPS 05.10 _____, OPS 05.11 _____, F-05101 _____,
F-05103 _____, F-05104 _____, F-05105 _____, F-05106 _____,
F-051007 _____, Church Use Fee Schedule _____
19. APPROVED _____, DISAPPROVED _____ Date: _____
20. By: _____, Church Administrator