

FIRST PRESBYTERIAN CHURCH OF SAN PEDRO, CALIFORNIA

Date/Location Available? Yes ___ No ___

USE OF FACILITIES REQUEST

Name of organization: _____

Address: _____

Event: _____ Date _____ Time _____ (Start) (End)

Program: _____

Expected attendance: _____

Requirements: (Which room is requested, number of tables, chairs, other equipment, etc.)

ALLOW MINIMUM OF TWO WEEKS FOR PROCESSING THIS REQUEST

Requested by: _____

Address: _____

Phone: _____

Send request to Chairman, Stewardship Commission
First Presbyterian Church
731 S. Averill Ave.
San Pedro, CA 90732

The program of the church will receive highest priority in the use of the facilities. Conflicting requests shall be resolved by using the following guide:

- 1. Church organizations 2. Organizations sponsored by the church 3. Other organizations

A certificate of insurance is required of all organizations requesting use of any facilities.

Signature of person(s) responsible for cooperation of participants at above event.

Date _____

(Signature) _____

FOR OFFICE USE ONLY:

Stewardship Commission:

Request Approved _____ Denied _____

Signature _____

Date received _____

\$ _____ (Amt. of charge)

\$ _____ (Custodial fee)