

For office use only:

Date App. Received _____	Application Approved: _____	Key Check out: Date: _____
Date Deposit Received _____	Date: _____	Set #: _____
Check # _____	By Whom: _____	Returned: _____
Hold Harmless Agreement Date _____	Child Protection Policy Date _____	Church Rep. _____
Date meet with Church Rep. _____	Name of Org. Rep _____	

Facility Use Application
First Presbyterian Church
524 S. Duncan Stillwater, Ok 74074
405-372-5580 Fax: 405-372-2089

(This form is not to be used to schedule weddings.)

Person or Organization Name _____

Person Filing Application _____

Organization's Mailing Address: _____

City: _____ State: _____ Zip: _____

Organization's Purpose _____

Date of Usage _____ Start Time: _____ Ending Time _____

Expected Attendance: _____ Room Set up Time _____

Requested Room(s): _____

Nature/purpose of gathering: _____

Room set up: (may need to complete a separate room set up diagram) _____

Equipment request: _____

Billing Information *(if different from above)*

Name: _____

Address: _____

(continued on back)

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Information on Individual Filing Application

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____

Sponsoring First Presbyterian Church Member

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____

I have received a copy of the First Presbyterian Church Building Use Policy and Fee Schedule.

Signature _____ Date _____

This event includes participation by minors under 18 years of age. I have received the FPC Child and Youth Protection Policy and agree to abide by the policy.

Signature _____ Date _____

Date Liability Insurance Certificate is due (if applicable) _____

Date Usage Fees are due: _____ **to First Presbyterian Church**
524 S. Duncan
Stillwater, Ok 74074

Date payment received _____ Check # _____