

INSTRUCTIONS FACILITIES USAGE APPLICATION FORM

First Presbyterian Church

Rev. May 3, 2006

1. Any group interested in using our facilities must complete a "Facilities Usage Application" which can be printed from our website, www.firstprescolumbia.org, by going to the RESOURCES link and clicking on FORMS.
2. The form should be completed in its entirety and either be mailed (1324 Marion Street, Columbia, SC 29201, ATTN: Barbara Shealy) or faxed (799-9172) **at least 45 days prior to event date desired.**
 - A. To avoid confusion, please list one contact's name who will handle all communications with church staff.
 - B. If food and/or beverages are to be a part of your function, please give details in the appropriate spaces, including whether this will be handled by your group or by the church's kitchen staff. **NOTE:** Food and beverages needs must either be handled **entirely** by our kitchen staff or catered entirely by others.
3. The date, time and location of your event will be compared to our church calendar to see whether there are any conflicts with church activities. If there are, you will be notified so you may either select an alternate time or find other accommodations.
4. If there is no conflict with the church's activities, your application will be submitted to the Facilities Usage Committee for review and approval. The Committee generally meets monthly.
5. When their decision is received, the fees will be established and you will be notified accordingly. When you have agreed to the fees and any other details, your event will be placed on the calendar.
6. Please note that any arrangements for food and/or beverages to be handled by our kitchen staff must be handled directly with Mr. Cantey Wright, Director of Food Services, at extension 501 or his assistant at extension 247.
7. Following the event, any fees assessed will be invoiced to you for payment. Please note that the costs for clean-up can be minimized by cleaning up as much as possible after your event, returning the facility to its pre-event condition.

First Presbyterian Church

1324 Marion Street * Columbia, SC 29201

(803) 799-9062 * FAX (803) 799-9172

FACILITY USAGE APPLICATION

NOTE: All blanks must be completed prior to submission for approval.

Date of Application _____

Name of Organization _____

Name of Applicant & Relation to Church (member, family of member, etc.) _____

Contact Address _____

Contact Phone # Office _____ **Mobile:** _____ **Home:** _____

E-Mail: _____

Primary Purpose of Organization (use back of form if needed):

Event Description (use back of form if needed):

Date of Event - 1st Choice _____ **2nd Choice** _____

Start Time of Event _____ **Ending Time** _____

(1 hour allowed after event for clean-up, etc.)

Time required before event for decorating, set-up, etc. _____

Est. # in Attendance ____ **** Will there be an *admission fee* or *charge* to participate in this event?** _____

Will you serve food and/or beverages for your function? _____

If so, do you wish FPC to provide food or beverages (NOTE: food and beverages must be entirely provided by our Foodservices, or by an outside caterer)? _____

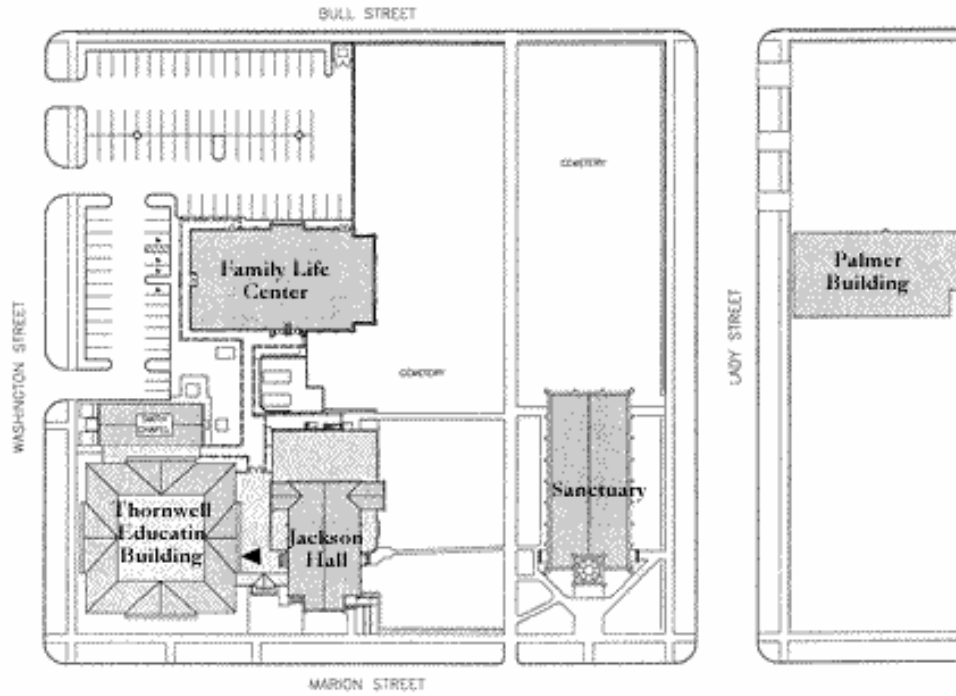
Facilities Needed - see map of campus, or explain types of rooms needed:

List all equipment and room arrangements to be provided by the church (sketch or use back if necessary):

This completed application should be submitted to the Church Administrator **at least 45 days prior to event.**

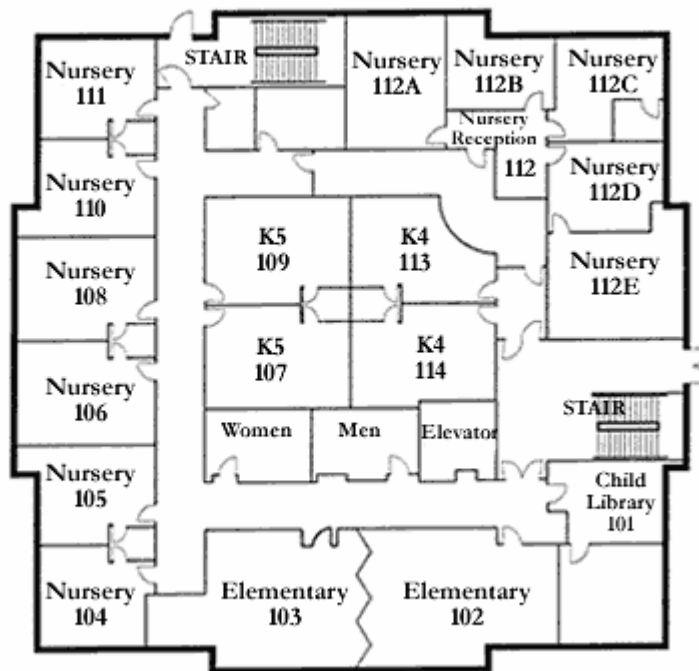
If approved, established fees are due and payable at least 72 hours prior to event.

Church Campus



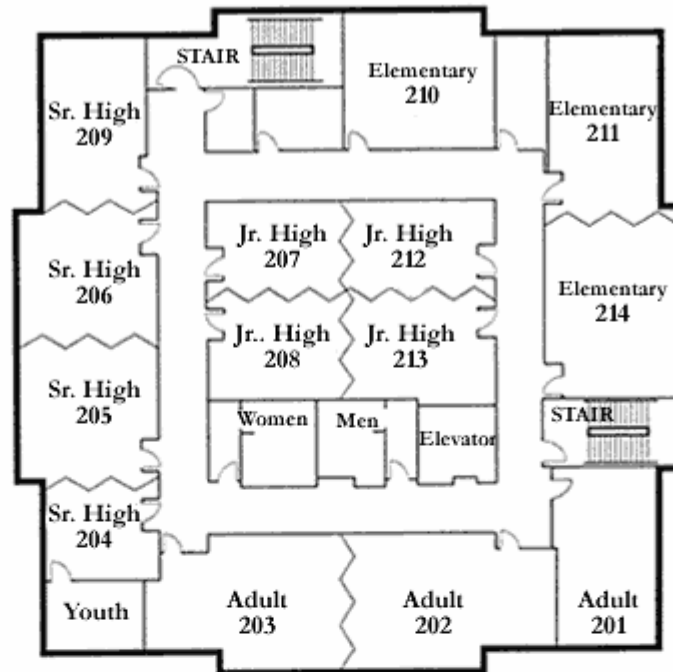
Thornwell Education Building

First Floor



Thornwell Education Building
(continued)

Second Floor



Third Floor

