

**First Presbyterian Church
600 West Main Street
Morristown, Tennessee 37814
423-586-4281**

FACILITY USE REQUEST FORM

Name: _____

Address: _____

Are you a tax-exempt organization? (Circle) Yes / No

Name and address of contact person: _____

Contact Phone #: _____ Email Address: _____

Rooms requested: _____

Date and time of event: _____ Length of time: _____

Description of event: _____

Will a fee be charged to participants? _____ If yes, how much? _____

Equipment needed:

Fixtures	Quantity	Microphones	Quantity	Electronics	Quantity
Stage (8' x 4') (1)		Wired Microphone (8)		Laptop Computer (1)	
Tables (6ft rectangle - seats 8) (50)		Wireless Microphone (Lapel) (1)		Projector (Large) (1)	
Tables (6ft round - seats 10) (50)		Wireless Microphone (Headset) (2)		Projector (Small) (1)	
Chairs (450)					

Number of expected participants: _____ Adult, children (ages)? _____

Childcare/Nursery Requested (Circle) Yes / No If yes, expected number of children _____

Do you have liability insurance? _____ Coverage limits? _____

By submitting this application, the undersigned represents that the information provided is true and accurate. If the request is granted, the person/organization will be responsible for any damage to the premises of First Presbyterian Church. Changes to equipment needs must be made 1 week in advance of the event in order to avoid being invoiced for initial equipment requests.

Agreed this the _____ day of _____, 200____.

Applicant Signature

FOR OFFICE USE ONLY:

Approved/Denied on: _____ Fee Estimate: _____