

First Presbyterian Church
2050 Oak Street, Sarasota, FL 34239
(941) 955-8119 Fax (941) 957-1782

Facility Use Request Form and Agreement

Please complete the form and submit to office, attention Rachel Martin.

Completion of this form helps assess your needs as well as those of the staff assisting you. Activities will be recommended for approval based on their compliance with the stated goals and policies of the church. Also, we consider the availability of the church facilities and services. Confirmation will be sent by email or phone call.

Name of Organization: _____

Point Person: _____

Phone/Email _____

Date(s) of Activity: _____

Start/End Time of Activity: _____

Estimated Number of People Attending: _____ Location: _____

How will this activity be funded? _____

Is this event a fundraiser? Yes No

Parking Spaces (Only for events Monday-Friday, 8:00a.m. - 5:00p.m.)
How many? _____

Room Setup Request

- Chairs only, Theater Style Podium
 Round Tables and Chairs (7 people per table) *Microphones, or audio/visual equipment
 Special Setup: May require additional fee for custodian
*all audio/visual equipment will be coordinated by the FPC Tech Director

Fees: \$ _____

Deposit: \$ _____ Total Due: \$ _____

Other Special Requests

Please specify _____

I have read, understand, and agree to abide by the First Presbyterian Church of Sarasota's facilities use policies. My signature certifies that all information on this application is true. I understand and agree that any misstatements or omission of material fact herein may cause forfeiture of my deposit and/or not being allowed to rent the facility in the future.

Signature: _____ Date: _____

For Office Use Only

Approvals:

Operations Manager: _____ Date: _____

Comments: _____ Approved

Business Affairs (non-church events): _____ Date: _____

Comments: _____ Approved



If needed, draw the diagram for room setup below.
Include the placement of tables, chairs,
and reference points in the room.