



FALLS CHURCH PRESBYTERIAN

APPLICATION FOR USE OF FACILITIES

- 1. Today's Date _____
 - 2. Organization _____
 - 3. Applicant Name _____
 - 4. Street Address _____
 - 5. City / State / Zip _____
 - 6. Mobile Phone _____
 - 7. E-Mail _____
 - 8. Name _____
 - 9. Mobile Phone _____
 - 10. Date(s) of Use _____
 - 11. Event Type _____
 - 12. Time Rental Begins* _____
 - 13. Time Rental Ends* _____
 - 14. Total Rental Hours _____
 - 15. Time Event Begins _____
- Person in Charge (if other than applicant):
- *Include setup and cleanup time
- Note: Sexton coverage begins 15 minutes before Time Rental Begins and ends 15 minutes after Time Rental Ends.*

Event Details

- 16. Number of Attendees _____
- 17. User Type Nonprofit For-Profit
 Community Partner FCPC Member
- 18. Will User Collect Fees or Tuition for Event? YES NO
If YES, Amount Collected per Person _____
- 19. Space Requested (*Maximum Occupancy)
 - Lower Level**
 - Room 22 (*15)
 - Room 53 (*25)
 - Room 54 (*30)
 - Memorial Hall (*200)
 - Main Floor**
 - Conference Room (*15) Parlor (*20)
 - Library (*20) Sanctuary (*400)
 - Fellowship Hall (*200) Fellowship Hall Loft (*100)
 - Fellowship Hall w/Kitchen
 - Second Floor**
 - Unavailable at this time
 - Third Floor**
 - Room 301 (*30) Room 303 (*25)
 - Room 308 (*20) All Third Floor (*75)
 - Parking Lot/Grounds**
 - Parking Lot/Grounds only
- 20. Room Setup Needed? YES NO
- 21. Setup Details (enter quantity where applicable)
 - Round Tables _____
 - Rectangular Tables _____
 - Chairs _____
 - TV/Monitor _____
 - White Board _____
- 22. Additional information _____

Office Use Only