

THE FIRST PRESBYTERIAN CHURCH
OF HATTIESBURG, INC.
Member Application for Use of Facilities

Date of Application: _____ Date(s) Needed: _____
Beginning Date: _____
Ending Date: _____

Name of Organization: _____

Description of Organization: _____

Name of Person in Charge _____
(Must be 21 years old and present during usage.) Phone #: _____

Address of person in charge: _____

Member of your group who is also an active member of the First Presbyterian Church:

Name: _____ Phone #: _____

Purpose for which the facilities will be used: enter purpose

Usage begins at: _____ AM or PM (Click one – include setup time)

Usage ends at: _____ AM or PM (Click one – include cleanup time)

Number of people expected: _____ Age range of people: _____

PLEASE CHECK ALL FACILITIES AND/OR EQUIPMENT REQUESTED FOR USE:

- | | |
|--|--|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> McIntosh Hall |
| <input type="checkbox"/> Parlor | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Currie Hall | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Keyboard |
| <input type="checkbox"/> Table/Chairs | <input type="checkbox"/> Dishwasher |

Other needs (please describe): _____

Any special setup requirements – (Please use “Room Set-up Request” form enclosed.)

For non-member sponsored events, we require a *Certificate of Insurance* and a signed *Hold Harmless Agreement*.

By signing this form I acknowledge that I have received, read, and understand the Facility Use Policy.

(Signature of person in charge)

(Date)

THIS APPLICATION IS TO BE RECEIVED BY THE CHURCH OFFICE AT LEAST ONE MONTH PRIOR TO THE DATE OF USE.

Return to: The First Presbyterian Church of
Hattiesburg, Inc.
4901 Hardy Street
Hattiesburg, MS 39402
Attention: Tracy Ross

If you have any questions please
call (601) 268-0303
fax (601) 268-0778 or
email: tracyross@fpcpca.net

For non-member sponsored events there will be a minimum \$50.00 fee for use of the church. In addition, a refundable \$100.00 security deposit is due at time of approval. Inspection by a designated church member or staff will occur within 24 hours following use.

