

THE FIRST PRESBYTERIAN CHURCH  
OF HATTIESBURG, INC.  
Non – 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: \_\_\_\_\_

Usage begins at: \_\_\_\_\_  AM or  PM (Select one – include setup time)

Usage ends at: \_\_\_\_\_  AM or  PM (Select 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@fpcpc.net](mailto:tracyross@fpcpc.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.

