

**First Presbyterian Church of Athens  
Facilities & Property Use Request Form**

Date requested: \_\_\_\_\_

Request taken by: \_\_\_\_\_

**Details of Use**

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ Room(s) \_\_\_\_\_

Use of facility is for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Organization** \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ **Church Member** \_\_\_ Yes \_\_\_ No

E-mail \_\_\_\_\_

Special services required (**please attach a layout of setup for any furniture and/or equipment setup**).

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Tables: Round (# _____)           | <input type="checkbox"/> Podium             | <input type="checkbox"/> TV/VCR or DVD      |
| <input type="checkbox"/> Tables: Rectangle (# _____)       | <input type="checkbox"/> Piano              | <input type="checkbox"/> Screen             |
| <input type="checkbox"/> Chairs: (# _____)                 | <input type="checkbox"/> Computer/Internet  | <input type="checkbox"/> PA system with mic |
| <input type="checkbox"/> Microphone (# _____)              | <input type="checkbox"/> Projector (LED)    |   |
| <input type="checkbox"/> Custodial Services (Fee Assessed) | <input type="checkbox"/> Other _____        |   |
| <input type="checkbox"/> Set-Up                            | <input type="checkbox"/> Clean-Up           |   |
| <input type="checkbox"/> Food will be served at this event | <input type="checkbox"/> light refreshments | <input type="checkbox"/> meal               |
| (Please check if needed)                                   | <input type="checkbox"/> Dishes             | <input type="checkbox"/> Silverware         |
|  | <input type="checkbox"/> Tablecloths        | <input type="checkbox"/> Other _____        |

**Notes** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date presented to Staff \_\_\_\_\_

**Date approved/disapproved** \_\_\_\_\_

Review with staff \_\_\_\_\_

Requestor notified of staff action \_\_\_\_\_

Door key issued on \_\_\_\_\_ by \_\_\_\_\_

Door key returned on \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Lucy Bell Johnson – Office Administrator

**May use again** \_\_\_ Yes \_\_\_ No