

FIRST PRESBYTERIAN CHURCH
817 HARRISON ST - TOPEKA, KANSAS
785- 233-9601 Fax: 785-232-4402

APPLICATION FOR USE OF CHURCH FACILITIES

NAME : _____
 (of INDIVIDUAL and/or GROUP)

Contact Person: _____ Phone: (H) _____ (W) _____

Address: _____

Email: _____ FAX _____

Applying for use on Date: _____ Time: from _____ to _____
 Date: _____ Time: from _____ to _____

Frequency of Use (*please check one*) ___ Single ___ Periodic ___ Monthly

Area(s) to be used – for up to 4 hrs/event:	Room Fee	Amount
___ Sanctuary	\$100	_____
___ Willard Hall	\$75	_____
___ Willard Hall with kitchen	\$150	_____
___ Parking lot ONLY		(by arrangement)
___ After hours custodial fee 5pm-9pm @ \$15.00 per hour		_____
___ Other _____		_____

An additional charge will be added based on the size of your group and the church supplied materials that you request.

Group Charge \$ _____

Small Group Rates

___ Upstairs Classroom(s) (2-25 people)	\$25 each room	\$ _____
___ Disciples Hall (25-100 people)	\$50	\$ _____

TOTAL USER FEE \$ _____

Occasion for use: _____ Number of people attending: _____

Further comments or explanation:

Signature of Applicant: _____ Date of application: _____

Policy: The Staff and the Property Committee First Presbyterian Church will consider the applications of those individuals or non-commercial or non-profit organizations whose activities are deemed compatible with the church's mission and outreach. By signing this application, the individual is acknowledging responsibility for following the terms of use as stated in the Building Use Policy of the church.

Approved: _____ (Date)	Signature: _____ (Church Staff)	User Fee: \$ _____ CK# _____	
		\$100.00 Refundable Security Deposit	CK# _____