

First Presbyterian Church of Holland Patent

PO Box 303

Holland Patent, NY 13354

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FACILITY USE REQUEST FORM

*Please return completed form to Carol Heburn in the church office  
as far in advance of date requested as possible to confirm your reservation.*

**\*\*\* NOTE: This reservation is not valid until approved by church representative. \*\*\***

1. \_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)

2. Address: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

4. Reason/Purpose of use: \_\_\_\_\_

5. Estimated number of participants: \_\_\_\_\_

6. Date(s) Requested: \_\_\_\_\_ If recurring – Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

7. Time of Day: Begin: \_\_\_\_\_ End: \_\_\_\_\_

8. Member or regular attender who will be present: \_\_\_\_\_

9.  I have access to the building (key)  I will need access to the building.

10. Facilities requested (Please check all rooms that you plan to use):

- Sanctuary
- Fellowship Hall
- Kitchen
- Meeting Room
- Conference Room
- Classrooms (how many) \_\_\_\_\_
- Other \_\_\_\_\_

11. Equipment requested (Please check all equipment that you will need):

- Long Tables
- Card Tables
- Chairs
- Coffee Pot
- Sound System (Sanctuary only)
- Other \_\_\_\_\_

Building use fees, if any, will be agreed upon between the requesting group and the church Session and approved by the Session.

Each requesting group will be responsible for:

1. supervising and controlling all participants consistent with the accepted use of this church and its properties.
2. wiping off tables (if food or drink is involved, clean with mild soap and water)
3. returning all furniture and equipment to its original position and form
4. returning all floors to the same clean state as before the use.
5. leaving the kitchen, if used, in the same clean state as before use, including:
  - a. Washing all dishes and putting them away
  - b. unplugging the coffee machine and cleaning it
  - c. taking any unused food with them unless specific plans for usage have been made.
  - d. bagging any garbage
  - e. wiping counters
  - f. leaving used dish cloths and towels hanging on the rack in the kitchen
6. leaving both restrooms in clean condition
7. returning heat setting to \_\_\_\_ degrees
8. turning off all lights
9. making sure all exterior doors are closed and locked
10. reporting any incidents to \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, or members of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.

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Individual/Group Representative

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Date

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Approved by Church Representative

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Date