

# REQUEST FOR USE OF FACILITIES

THE FIRST PRESBYTERIAN CHURCH  
617 MAIN STREET  
IRWIN, PENNSYLVANIA 15642  
724-863-5910 office@firstpresbyirwin.org

DATE OF REQUEST \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FACILITIES NEEDED: (Please indicate the room/rooms, etc. being requested.)  
\_\_\_\_\_

HOW ARE THE FACILITIES TO BE SET UP? \_\_\_\_\_  
(Please draw set-up on the back of this paper, if needed.)

EQUIPMENT NEEDED \_\_\_\_\_

ARE KITCHEN FACILITIES REQUESTED? \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

ARE YOU ABLE TO RESTORE THE ROOM TO ITS ORIGINAL SET-UP? \_\_\_\_\_



## OFFICE USE ONLY

THIS REQUEST IS CLEARED WITH THE CHURCH CALENDAR \_\_\_\_\_

THIS REQUEST IS HEREBY DENIED \_\_\_\_\_

THIS REQUEST IS APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
(Property Committee Chairperson)

USE OF KITCHEN FACILITIES APPROVED \_\_\_\_\_

FEE TO BE CHARGED \_\_\_\_\_

CONTACTED \_\_\_\_\_ BY \_\_\_\_\_