

First Presbyterian Church Lowville Building Use Request Form

Please fill out this form and return it to the church office

Today's Date _____

Group: _____

Purpose of the Group: _____

Primary Contact Person: _____

Phone Number: _____ Email: _____

Secondary Contact Person: _____

Phone Number: _____ Email: _____

Is this request for: **One Time Use** or **Recurring Use** (circle one)

Date of Event: _____ or Dates: _____

Is Early Set Up Requested? _____ Date and Time: _____

Event Start Time (Please Include Time you will need access to set up): _____

End Time (Expected Time the room will be cleaned up and vacant): _____

Room(s) Requested: (Andover House Meeting Room, Church Basement, Sanctuary)

1st Choice _____ 2nd Choice _____

Other Information:

Does your group have a certificate of Insurance? _____ Key Required _____

Special equipment needed: (Sanctuary only) Screens _____ and Sound System _____

(note: a fee payable for Tech Support will be assessed)

Reported to Session on _____

First Presbyterian Church Lowville

7707 N. State Street

Lowville, NY 13367

315-376-3631

officepreslow@gmail.com