

**FIRST PRESBYTERIAN CHURCH  
180 Estudillo Avenue  
San Leandro, California 94577**

**REQUEST FOR USE OF FACILITIES  
AND BUILDING USE AGREEMENT**

**NAME AND ADDRESS OF PERSON AND/OR ORGANIZATION:**

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**Date(s) desired:\_\_\_\_\_ Time desired:\_\_\_\_\_**

**Room(s) needed:\_\_\_\_\_**  
**(see other side for more details)**

**Number of people expected:\_\_\_\_\_**

**Description of activity, see other side.**

**Requests must be received 14 days prior to use. The Church Staff will check room availability. The Building and Grounds Committee will review and take action on all requests. Certificate of insurance is required for building use which is ongoing or lasts for more than two days. The use of the kitchen must also be approved by the Kitchen Hostess. The use of the church organ must be approved by the church organist. If a sound technician is needed to oversee the use of the church sound system there is an extra charge.**

**I have read the "Use of Church Facilities" statement including the Ground Rules for Use and agree to its terms, including the costs. I understand that all costs must be paid by cashier's check or money order 48 hours in advance.**

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**Name of person or Organization Representative who will be present**

**Phone number: Day:\_\_\_\_\_**

**Evening:\_\_\_\_\_**

**Date:\_\_\_\_\_**

**Description of activity (be specific)**

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**Tables?**\_\_\_\_\_ **Sound?**\_\_\_\_\_ **Piano?**\_\_\_\_\_

**List of rooms needed:** \_\_\_\_\_

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**Any special needs or requests:**

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**1. ACTION TAKEN BY CHURCH ADMINISTRATOR:**\_\_\_\_\_

**APPROVED:**\_\_\_\_\_ **DISAPPROVED:**\_\_\_\_\_ **DATE:**\_\_\_\_\_

**2. ACTION TAKEN BY BUILDING AND GROUNDS COMMITTEE**

**APPROVED:**\_\_\_\_\_ **DISAPPROVED:**\_\_\_\_\_ **DATE:**\_\_\_\_\_

**SPECIAL CONDITIONS:**\_\_\_\_\_

**CONTRIBUTION/COST:**\_\_\_\_\_

**BUILDING & GROUNDS SIGNATURE:**\_\_\_\_\_