**REVIVAL USE REQUEST FORM**

Name/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Used to return any deposit money)**

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date of Event: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Date is subject to committee approval)**

Set Up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Required as there will be a walk through prior to the start of your event**)

Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Events can start as early as 8 AM and must be cleaned up by 11 PM. Any changes to the time must be approved by the committee**)

I will \_\_\_ won’t \_\_\_need audiovisual/sound system.

I will \_\_ won’t \_\_\_ be serving beer or wine.

Is this a charitable event?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this event a youth/minor event? \_\_\_\_\_\_\_\_\_ Number of chaperones? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of children attending? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ages? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Revival building will be used by me, my immediate family, or by my organization for the purpose of: **(Event is subject to committee approval)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees:

**Entire Facility: $250**

**Front Room: $150**

**Key Deposit: $100**

**Damage Deposit: $100**

**Donations/Other fees (sub. to approval):**

Member of First Presbyterian Church \_\_\_\_\_\_ yes \_\_\_\_\_\_ no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Entire facility

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Front room

I have read the “Revival Building Use Policy” and agree to abide by it. I understand that I/we must pay a fee, a key deposit and a damage deposit prior to use and further that I/we will be financially obligated for any damage to the building, furnishings, or equipment through the use or abuse of the facility by the people I represent.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_