

Request for Use of LHPC Facilities

Requestor should first review the preceding document titled "Use of Facilities at Lake Hills Presbyterian Church" with particular emphasis on the Notes at the end of the document which sets forth the terms of such use.

Name (Print): _____

Date this request submitted: _____
(Normally 6 weeks in advance)

Request Use of Facility:

- Fellowship Hall
- Conference Room (Old Fellowship Hall)
- Classroom (_____)
- Fellowship Hall (Overnight Stay)
- Sanctuary (Weddings/Memorials Only)

Does Request Include Use of Kitchen?(Y/N) _____

Date(s) Which Facilities will be utilized: _____

If this is request is for non-LHPC Function or Activity, Describe the purpose the event and the purpose of group meeting and/or mission of organization/ club:

If group is not adult, list the adult leadership or chaperones who will be present:

Number of Persons Attending/Staying: _____

Requestor Telephone Number: _____

The requestor must complete all information on request form. The request will be passed to clerk of session to present for approval and communication will be returned as to status. If the request is approved, further instruction will be given as to procedures to pick-up key and meet host if the situation dictates. By signature, the requestor will agree to and abide by the terms of use.

Signed: _____ Date: _____