

 <b>FIRST FREE</b> Person/Organization Submitting Request	<b>First Evangelical Free Church</b> <b>Facility Use Request</b>		<b>Date submitted</b>
Phone Number at which you can be contacted		<b>Email</b>	
Purpose of proposed usage - Provide a brief description of the type of activity that will be taking place			

Please submit your request at least 30 days prior to the proposed date of usage

<b>Date of usage</b>			<b>Estimated Attendance</b>		
<b>Time of usage</b>	<b>From:</b>		<b>To:</b>		
<b>Prior Access Needed</b>	<b>Date:</b>		<b>From:</b>		<b>To:</b>
<b>Facility Area for which use is requested</b>					
<b>Special Needs</b>	Organ		* Sound System	* Data Projection System Needed and Details	
	Piano		Specify details		
	Other				
	Room set-up				
* Sound system and Data projection fees may be assessed depending upon the details of the needs					

I have received a copy of the Facilities Use Policy for use of the facilities at First Evangelical Free Church and agree to abide by that policy as it applies to the above requested event.

<b>Printed Name &amp; Title</b>	
<b>Signature</b>	
<b>Date</b>	

Please submit this request to the Business Manager  
 You may check the status of your request by contacting the Church Office  
 at 412-678-6655

<b>FEFC Office Use Only</b>					
<b>Sponsoring Church organization, Board Member or Staff person</b>					
<b>Liability Insurance Inclusion</b>	<b>Fees Required/Paid</b>				
	<b>Custodial</b>		<b>Sound</b>		<b>Data</b>
Required _____					
	<b>Keys Required</b>				
Received _____					
<b>Reviewed by:</b>					
<b>Approved by:</b>					