Prairie View Christian Church
Facility Use Request Form

Group or Individual Requesting Use:		Date:
Address:		
City:	State:	Zip:
Phone:	E-Mail:	

Date Requested:	
Start Time:	End Time:
Description of Event:	
Is this a For-Profit Event?	
Estimated number of people attending:	
Will minors be in attendance?	If so, estimated number:
Member or regular attendee who will be present (if known):	

Inside Facilities Needed: (check all)
- ☐ Sanctuary
- ☐ Stage
- ☐ Kitchen
- ☐ Meeting Room
- ☐ Classrooms How many? _____

Equipment Needed:
- ☐ Baptistery
- ☐ Sound System
- ☐ Overhead Projector
- ☐ Power Point
- ☐ Coffee Maker

Outside Facilities Needed: (check all)
- ☐ Shelter
- ☐ Volleyball Court
- ☐ Backyard
- ☐ Parking Lot

A member or regular attendee of PVCC must be present at all times during the event for inside use requests. Additional church individuals may be required depending upon equipment required. Rental fees and personnel costs will be determined once the parameters for the event are established. Facility Use Request Form, Hold Harmless Agreement or Facility Use Agreement for Individual PVCC Users and, if deemed necessary by Admin Team, Certificate of Insurance Request Form must all be turned in prior to approval.

_____ _____

Signature of Responsible Party Date

For office use only: FURF: ____ FUHHA: ____ FUAIU: ____ COIRF: ____

Approved by: _____ Date _____

Rent: _____ Other charges: _____

_____