**FIRST PRESBYTERIAN CHURCH**

**233 West Avenue, S., La Crosse, WI 54601**

info@firstpreslax.org...608-784-4248

**Facilities Use Request**

(Approved by Session January 2025)

*As recipients of God’s generosity, the members of First Presbyterian Church act as stewards of our Sanctuary and Chapel. Therefore, we offer these spaces for events which respect our Christian faith.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Name:** | | |  | | | | | | | | | | **Today’s Date:** |
|  | | | | | | | | | | | | | |
| **Address:** | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **City:** |  | | | | | | | | | | **State:** | | **Zip Code:** |
|  | | | | | | | | | | | | | |
| **Contact Person:** | | | |  | | | | | | | | | **Daytime Phone:** |
|  | | | | | | | | | | | | | |
| **Contact E-mail Address:** | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | |
| **Church Member/Staff Host:** | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | |
| **Purpose of Event:** | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
| **Estimated Attendance:** | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Space(s) Requested:** | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | |
| **Date(s) of Event:** | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Time of Use (includes setup/cleanup):** | | | | | | | | | | **From:** | | **To:** | **(Indicate AM or PM)** |
|  | | | | | | | | | | | | | |
| **Rehearsal Date(s):** | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
| **Rehearsal Time (includes setup/cleanup):** | | | | | | | | | | **From:** | | **To:** | **(Indicate AM or PM)** |

**Additional Needs…**

|  |  |  |  |
| --- | --- | --- | --- |
| * Round Tables (seating for 6-9) | How many? |  |  |
| * Banquet Tables for displays | How many? |  |  |
| * Plates, Silverware, Cups, Napkins |  |  |  |
| * Tablecloths |  |  |  |
| * Coffeemaker/Coffee |  |  |  |
| * Dishwasher |  |  |  |
| * Podium |  |  |  |
| * Audio/Visual System/Microphones | How many? |  |  |
| * Piano |  |  |  |
| * Whiteboard/Markers |  |  |  |

**Fellowship Hall…Maximum Capacity is 150. Please describe or provide a diagram of your desired room set up (if applicable). Be specific.**

**First Presbyterian Church**

**Terms and Conditions**

* First Presbyterian Church reserves the right to change or cancel a request if church programming needs make it necessary.
* Attendees are limited to the requested and approved spaces.
* Guests and children must be always supervised.
* First Presbyterian Church and the surrounding campus is a smoke and vape free facility.
* Alcoholic beverages are prohibited.
* Requesting organization assumes responsibility for all damages to church property and will reimburse the church for all costs associated with additional cleaning and/or damage repair if necessary.
* Requesting organization will clean up and return the space(s) in reasonable condition.
* Moving furniture in the Chapel or Sanctuary must be executed by church staff; therefore, any set up request ***must*** be stated in your request.
* Food must be consumed in designated areas only.
* A donation is not required from active church members and regular contributors for weddings, funerals and receptions. A donation is requested from non-members for these events. All parties are requested to pay for additional staffing services as determined by the church (i.e. turning the Sanctuary seating, etc.).
* A donation is not requested for Congregational Events.
* A donation is requested for all community organization events.
* At the discretion of church staff, donations may be waived for various ministry groups.
* A donation will be requested when for-profit groups use church facilities. This applies whether or not a church member is involved.
* A $150 fee will be added for changes to the set up less than 48 hours prior to your event.

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| --- | --- | --- | --- |
| **Send donations upon approval of your request to:** |  | **Donation Amount: $** |  |

First Presbyterian Church

(“Facilities Use Donation” in memo line)

233 West Avenue South

La Crosse, WI 54601

608-784-4248

[info@firstpreslax.org](mailto:info@firstpreslax.org)

|  |  |  |
| --- | --- | --- |
| I |  | have read, understand and agree to |
| the terms and conditions stated above. I am also authorized to sign on behalf of the organization. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Church Approval:** |  | **Date:** |  |
|  |  |  |  |
| **Host Signature:** |  | **Date:** |  |