Building and Facilities Use Request

First United Presbyterian Church – De Pere, Wisconsin

Return Completed Form to Church Office

Request must be reviewed by Buildings & Grounds and/or Session for approval. You will be notified within 14 days.

Office Use

- ☐ Approved by: _____
- ☐ Approved with changes by: _____
- ☐ Denied by: _____
- ☐ More info is needed before decision

Date(s) for Use Requested: _____

Description of Function or Event: _____

First United Presbyterian Church (FUPC) events (weddings, funerals, religious services) shall have priority to all other events and activities. FUPC shall be held harmless for such schedule changes.

☐ FUPC Sponsored Event ☐ Non-FUPC Sponsored Event

I have read and agree to terms outlined in the Buildings and Facilities Use Policy and the Building and Facilities Fee Schedule. Non-FUPC sponsored events organizers further agree to the conditionally refundable $100.00 Security Deposit. (Please write a separate check for security deposit to help expedite refunds, as appropriate, at the end of the event.)
Initial here to signify agreement _____ .

Contact Person/Responsible Party: _____

Phone _____ E-mail: _____

Group/Organization: _____ # Attending: _____

Room(s) Requesting: _____

Time of Use: Begin Time _____ End Time _____

Entrance Doors:

Webster Ave/Main Entrance ☐ Office Entrance ☐ West K-Lounge Entrance ☐
South/Center K-Lounge Entrance ☐

Program door(s) to open at _____ and lock (from outside) at _____

Typically, doors are set to unlock 30 minutes before the event and to lock midway through the event. This ensures late arrivals can enter and the building is secure while event is in progress. Participants can ALWAYS exit no matter how doors are set. Policy states outside doors may not be propped open.

Assistance with set up is available if needed. Please provide a detailed description/sketch as appropriate. See Buildings and Facilities Use Fee Schedule for current rates. Long term rentals and leases are approved under a separate contract/agreement.

Office Use: ☐ Calendar ☐ B&G ☐ Comm. Coordinator ☐ Doors _____ / _____ /_____
Door Group Open Lock