



# First Christian Church

(DISCIPLES OF CHRIST) • www.fccgreensboro.org  
1900 WEST MARKET STREET • GREENSBORO, NORTH CAROLINA 27403

## Inquiry and Application for Use of Church Facilities

### Contact Information

Your Name (Authorized Representative): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address (circle personal or organization): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Brief Description of organization (purpose, membership, etc.) \_\_\_\_\_

Please check the appropriate box:  Nonprofit organization  For profit organization

What is your relationship to First Christian Church? \_\_\_\_\_

### Event Information

Event Name (brief description): \_\_\_\_\_

Event Date: \_\_\_\_\_ Frequency of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Will there be participants under the age of 18?  Yes  No

#### Space Needed:

(Check all that apply. If unsure, we will help identify the most appropriate space for your event.)

Classroom  Multiple Classrooms  Conference Room

Fellowship Hall  Stage  Kitchen

Gathering Space  Sanctuary  Other \_\_\_\_\_

Special Requests (for example, number of chairs and tables, room configuration, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Fee Schedule

Cost	Damage/security deposit
Classrooms \$50.00	\$50.00
Conference Room \$100.00	\$100.00
Fellowship Hall \$200.00	\$200.00
Kitchen \$150.00	\$150.00
Gathering Space \$100.00	\$100.00
Sanctuary \$750.00	\$300.00

**Nonprofit groups are encouraged to make a donation as they are able.**

After submitting this application, users can anticipate a response within 10 days. If the application is approved, the authorized representative will be asked to review and sign the FCC FACILITIES TERMS OF USE, and if relevant, the CHILD PROTECTION POLICY.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*For Internal Use Only*

Received by: (Church representative) \_\_\_\_\_ Date received: \_\_\_\_\_ Approval: \_\_\_\_\_

Child Policy:  Key Issued: \_\_\_\_\_ Key Returned: \_\_\_\_\_ Deposit Recvd: \_\_\_\_\_ Fee/donation: \_\_\_\_\_