

Facilities Usage Request Form
Covenant Presbyterian Church
210 E. Poppell Dr., Lakeland, FL 33813

All communing members in good standing at Covenant Presbyterian Church are permitted to request the use of church facilities for special events. The following information will help our office staff and deacons determine whether the request is an appropriate use of our facilities, entrusted to us by the Lord. Please wait for final approval of this request before moving forward with plans for your event. Also note that if janitorial services are required (to be determined by the deacons) there may be a set-up and/or clean-up fee. Further, the communing member who submits this request must be present during the entirety of the event or activity.

Name of member making request: _____

Space on church property you are requesting (please note: attendees to your event will not be permitted to enter other space not listed here): _____

Brief description of event or activity: _____

How many you expect to be in attendance and age range of those attending: _____

Date of requested event: _____

What time you would like to gain entrance into church facilities: _____

What time you plan on leaving church facilities: _____

By signing below I understand that any damage to the facilities will be immediately reported to the deacons and understand that my presence will be required for the entirety of the event:

_____ (Signature)

_____ (Printed name)