

IMMANUEL PRESBYTERIAN CHURCH

9252 E. 22nd Street, Tucson, AZ 85710

520-296-2253 ~ www.immanuelpc.org ~ Email: Laurie@immanuelpc.org

Building Use Request Application Form

Updated October 2024

Approval of this request is dependent upon review. Please do not advertise your event until approval is confirmed. It is your responsibility to call the church office if you change your meeting time/date. Failure to notify the office may result in your not having a room to meet. Please arrange to end your meeting by 9:30pm.

CONTACT INFORMATION:

Name of Group or Committee: _____

Contact Person: _____

Phone Number: _____

Email: _____

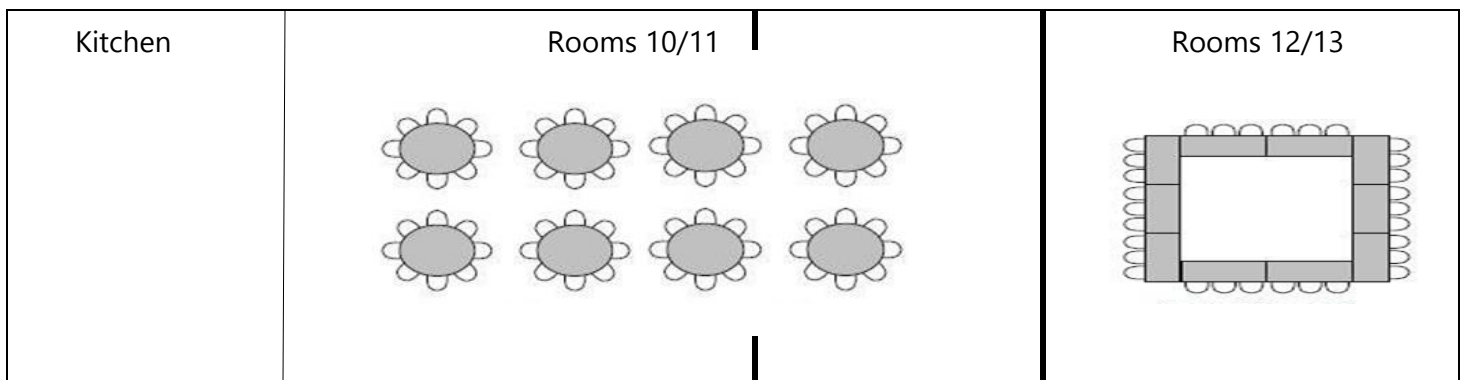
Person(s) who have church key: _____

Responsible Person on site during activity: _____

ROOMS/SERVICES REQUESTED:

Sanctuary Outdoors (specify location): _____

Witherspoon Witherspoon Kitchen Witherspoon 12/13



— Wall dividers

Towner Hall Towner Hall Kitchen

Room 1	Room 2	Room 3	Kitchen	Room 4	Room 5	Room 6	Room 7	Room 8
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <i>Nursery Wing Church groups only</i> </div>								<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 60%;"> <i>Room Not Available</i> </div>

EVENT INFORMATION:


One Time Event Date Requested: Start Time: End Time:

Recurring Days Requested: Start Time: End Time:

of Participants

of Tables and Sizes Needed **# of chair needed**

Use  for Round Tables

Use  for long tables – we have 3 sizes – put an 8, 6 or 4 for the size of the table. This means that you will want an 8-foot, 6-foot or 4-foot table.

I/we the undersigned applicant agree that the foregoing information is true and complete as of the date of this application and in the event of subsequent change, the details of such change(s) will be provided to Immanuel for approval.

I/we also have read and agree to abide by the Facility Use Guidelines. If the request is approved, a meeting will be scheduled to review the arrangements, have property orientation and make payment. Fees depend on the frequency of meetings and the needs of the group.

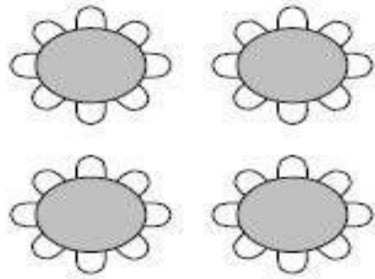
Signature of above-named responsible party:

Signature: _____

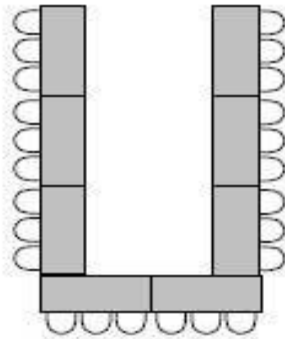
Date: _____

Signature: _____

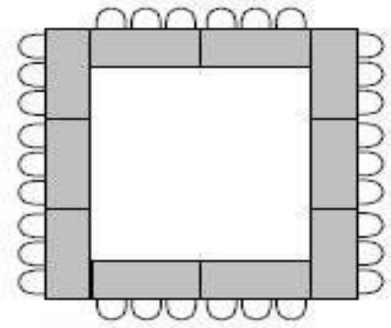
Date: _____



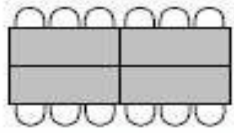
OVALS / ROUNDS



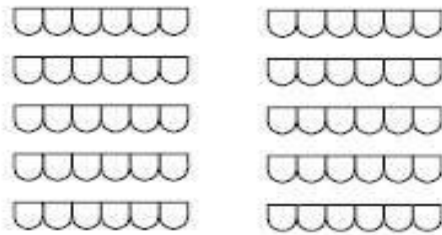
U - SHAPE



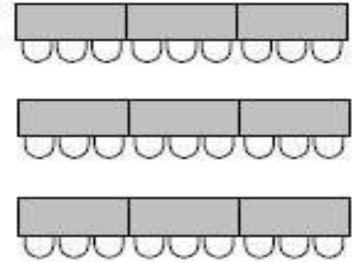
OPEN SQUARE



BOARDROOM



THEATER



CLASSROOM