

**SECOND PRESBYTERIAN CHURCH**  
600 Pleasant Valley Dr, Little Rock, AR 72227  
(501) 227-0000  
(501) 227-6513 Fax

***Application for Use of Church Facilities***

Name \_\_\_\_\_  
(INDIVIDUAL and/or GROUP)

Responsible Person \_\_\_\_\_ Phone (C) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Applying for Use On -- Date \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Frequency of Use (mark one) \_\_\_ Single \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other

Type of Event \_\_\_\_\_ Number of People Attending \_\_\_\_\_

Rooms Requested

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Services/Equipment Requested

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total User Fees Payable Before Event \$ \_\_\_\_\_

Further comments or explanation

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

Special requests or setup diagrams

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I have received the Second Presbyterian Church Building Use Policy and will abide by it.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***For Use by Church Office***

Agreement reviewed and approved (sign and date)

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ (title)

Food Service Approval (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Fee Waiver Approval (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

**Note: Applications for the use of Second Presbyterian Church cannot be approved more than six months in advance of the requested event date.**