



Westminster Presbyterian Church  
2301 Ridgeway Road Jackson, MI 49203  
Phone: 517-787-4017, [wpcjackson@sbcglobal.net](mailto:wpcjackson@sbcglobal.net)

### **Building and Grounds Request Form**

Contact Name: \_\_\_\_\_ Phone: (    )    -

Email: \_\_\_\_\_ Date(s) Requested:

Member? Y/N If “No”, do you represent a Business/Organization Y/N, Individual Y/N?

Please describe the activity(ies) \_\_\_\_\_

Rooms needed: Sanctuary (cap. 150. Fewer If tables are used)\_\_\_\_

Conference Room (cap. 12)\_\_\_\_ Gathering Space(s) (cap. 30 in each)\_\_\_\_

Number attending: \_\_\_\_ Do you have liability insurance? Y/N Face page provided? Y/N

Church equipment requested: Kitchen\_\_\_\_ TV\_\_\_\_ Tables\_\_\_\_ Coffee Machine\_\_\_\_

Other\_\_\_\_\_

**Businesses/Organizations please complete this section:**

Purpose of your organization:\_\_\_\_\_

Are you requesting special consideration due to non-profit status or ministerial affiliation? Explain:

“I, the undersigned, understand and agree to the terms of Westminster’s Church Building Use Policy.” (*see attachment*)

Sign HERE:\_\_\_\_\_ Date:    -    -