

Please fill out the form below and deliver or mail to the church office. Someone from the church will contact within two business days.

Name: \_\_\_\_\_

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

Phone (        ) \_\_\_\_\_ - \_\_\_\_\_

Requested Date : \_\_\_\_\_

**Reason for Facility Request:**

Select one option:

- Wedding
- Funeral/Celebration of Life
- Celebration or Party
- Concert
- Speaker
- Other (Please enter details in Other Details below)

**Facility Requested** (*\$100 deposit required at booking & a \$75 cleaning fee will be added to all rentals*)

Select one option:

- Sanctuary Only (24-hour period. Includes set-up & clean up) – \$800
- Sanctuary Only (3 hours, i.e.: concert, speaker) – \$200.00
- Fellowship Hall without Kitchen (4 hours of use) – \$300.00
- Fellowship Hall with Kitchen (4 hours of use) – \$500
- Parlor only (2 hours of use) – \$100
- Christian Resource Room (2 hours of use) – \$100
- Sanctuary, Fellowship Hall, Kitchen, Parlor (24-hour period. Includes time for set-up & clean up) – \$1,200

If this is for a wedding, would you like the church's pastor to facilitate?  Yes  No  NA  
(*\$200 additional cost for pastor to facilitate service*)

Do you need to use the sanctuary's audio system (*\$75 additional cost for technician*)  Yes  No

Other Details:

Send Completed form to:

**Astoria First Presbyterian**  
**Attn: FMT**  
**1103 Grand Ave**  
**Astoria OR 97103**