

Rental Application

Email this completed form to Office@fccpa.org to request your dates.

First Congregational Church of Palo Alto
1985 Louis Road, Palo Alto, CA 94303
(650) 856-6662 | www.fccpa.org

Contact Information

Organization: _____
Name of Responsible Party: _____
Address: _____
Cell: _____
Phone: _____ Email: _____

Event Information

Type of Event:
(if applicable) Reception Party Assembly
Location of Event: Social Hall Courtyard Fellowship Room
 Sanctuary Kitchen Library
 Classroom 5 Classroom 7 Classroom 8

Description of Event: _____

Guest Count: _____

Kitchen Use Needed: Yes No Alcohol to be Served: Yes No

Will Food be served? Yes No

If yes, circle type: Lunch Dinner Buffet Snacks

A/V Equipment Needed:
(Excludes streaming) Yes No

If yes, please explain: _____

REQUESTED DATES/TIMES (all dates & times requested below are not confirmed until APPROVED)

*Please request dates as needed. Remember to include set-up, event and clean-up time.

| Date(s) | Type of Event | Arrival / Set-Up Start Time | Event Start Time: | Event End Time | Clean-Up End Time |
|---------|---------------|-----------------------------|-------------------|----------------|-------------------|
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FOR OFFICE USE ONLY

Application Approved by FCCPA: YES NO Date: _____ By: _____