

**FIRST PRESBYTERIAN CHURCH OF HACKETTSTOWN  
EVENT APPROVAL FORM**

For any events being held at FPCH, this form must be completed and submitted 30 days prior to the event for Session approval. All applicable sections of the form must be completed.

Date and Time of the Event: \_\_\_\_\_ a.m. \_\_\_ p.m.

Building/Rooms being used: \_\_\_\_\_

Items being used (chairs, tables, sound system, etc.): \_\_\_\_\_

Give a description of the event: \_\_\_\_\_

Will Pastoral Services be needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If the pastor is unavailable, who will be the back-up? \_\_\_\_\_

Date clean up will be completed: \_\_\_\_\_

\*Note: Clean up must be completed by the person or persons holding the event.

Building access granted by: \_\_\_\_\_

Suggested Donation: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSISTANT EVENT COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING AND GROUNDS MODERATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Event approved by Session: \_\_\_\_\_ DATE: \_\_\_\_\_

Other information: \_\_\_\_\_

*Information shared with chapel coordinator \_\_\_\_\_ DATE*