

**FIRST PRESBYTERIAN CHURCH SALISBURY, NC  
FACILITY and PROPERTY USE REQUEST FORM**

**Member Events**

**See Facility and Property Use Policy for Procedures, Rules, and Fees**  
(Please complete both sides and turn in to the Maintenance Supervisor, Archie Tucker)

**Name of Function:** \_\_\_\_\_

**Date & Time of Function:** \_\_\_\_\_ **Number expected to attend:** \_\_\_\_\_

**Contact/Host Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Name of Caterer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Room Access Time (beginning & ending time):** \_\_\_\_\_ **Door Access:** \_\_\_\_\_

**Rooms Needed:**

\_\_\_\_ Fellowship Hall                      \_\_\_\_ Lewis Hall                      \_\_\_\_ Sanctuary                      \_\_\_\_ Manse  
\_\_\_\_ Fellowship Hall Kitchen                      \_\_\_\_ Lewis Hall Kitchen                      \_\_\_\_ Celebration Hall  
\_\_\_\_ Education Building Rooms: \_\_\_\_\_

**Kitchen Needs:**

\_\_\_\_ Real dishes                      \_\_\_\_ Real glasses                      \_\_\_\_ Real coffee cups                      \_\_\_\_ Real Silverware  
\_\_\_\_ Pots/pans                      \_\_\_\_ Oven                      \_\_\_\_ Refrigerator/freezer

**Equipment Needs:**

**Fellowship Hall:**

\_\_\_\_ Projector                      \_\_\_\_ Laptop                      \_\_\_\_ Projection Screen                      \_\_\_\_ Microphone

**Lewis Hall: (Event Coordinator must arrange for a Technician; See Facility and Property Use Policy for fees)**

\_\_\_\_ Soundbooth (PowerPoint \_\_\_\_\_ Microphones \_\_\_\_\_ Video \_\_\_\_\_ )

**ALL GROUPS MUST CLEAN KITCHEN, BATHROOMS & SUPPLIES (pots, pans, dishes, etc.):** \_\_\_\_\_

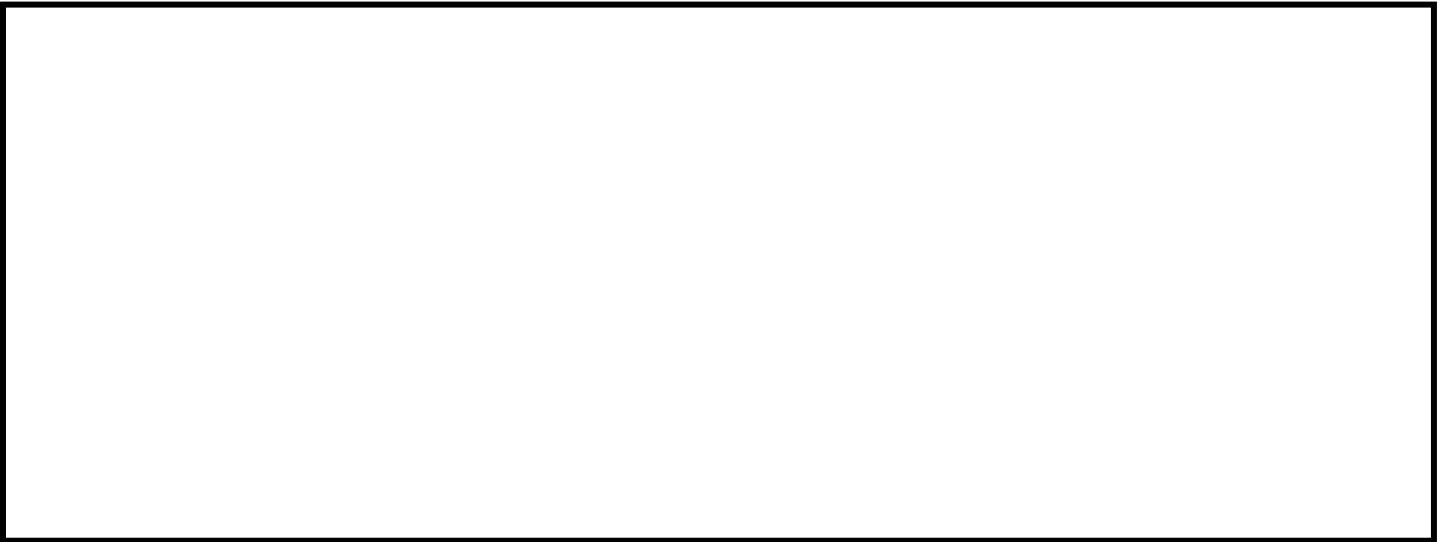
**ALL ROOMS MUST BE LEFT READY FOR USE:** \_\_\_\_\_

**I UNDERSTAND THAT NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY:** \_\_\_\_\_

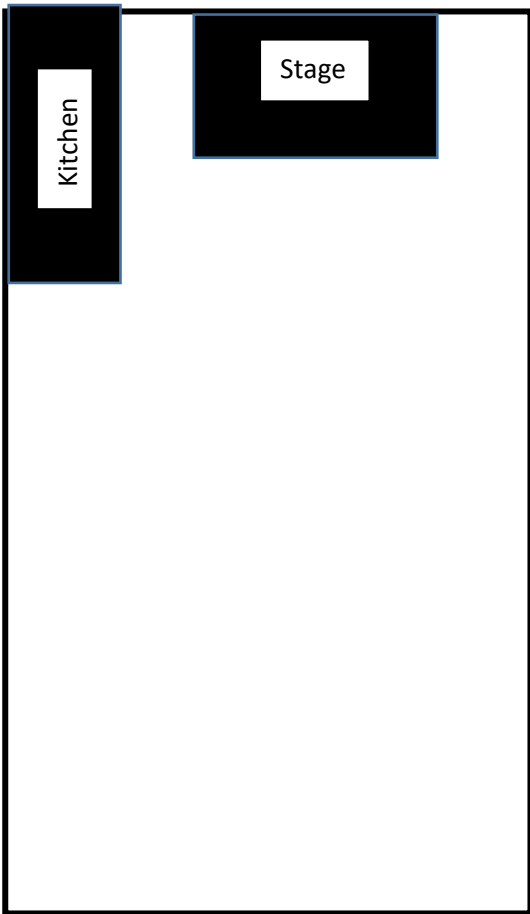
**Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fees:** \_\_\_\_\_

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

