

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

Non-Profit Events

See Facility and Property 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:

____ Water ____ Lemonade ____ Decaf Coffee ____ Regular Coffee
____ Sweet Tea ____ Un-sweetened Tea
____ Real dinner plates ____ Paper dinner plates ____ Real coffee cups ____ Real Silverware
____ Real salad plates ____ Paper salad plates ____ Real glasses ____ Plastic forks
____ Real bowls ____ Paper bowls ____ Paper coffee cups ____ Plastic spoons
____ Napkins ____ Plastic cups ____ Plastic knives
____ Linen Tablecloths (for FPC Special Events only, i.e. weddings, funerals)

Equipment Needs:

Fellowship Hall:

____ Projector ____ Projection Screen ____ Microphone Laptops (Groups must provide their own)

Lewis Hall: (Groups must arrange for a Technician; See the Facility and Property Use Policy for fees)

____ Soundbooth (PowerPoint _____ Microphones _____ Video _____)

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

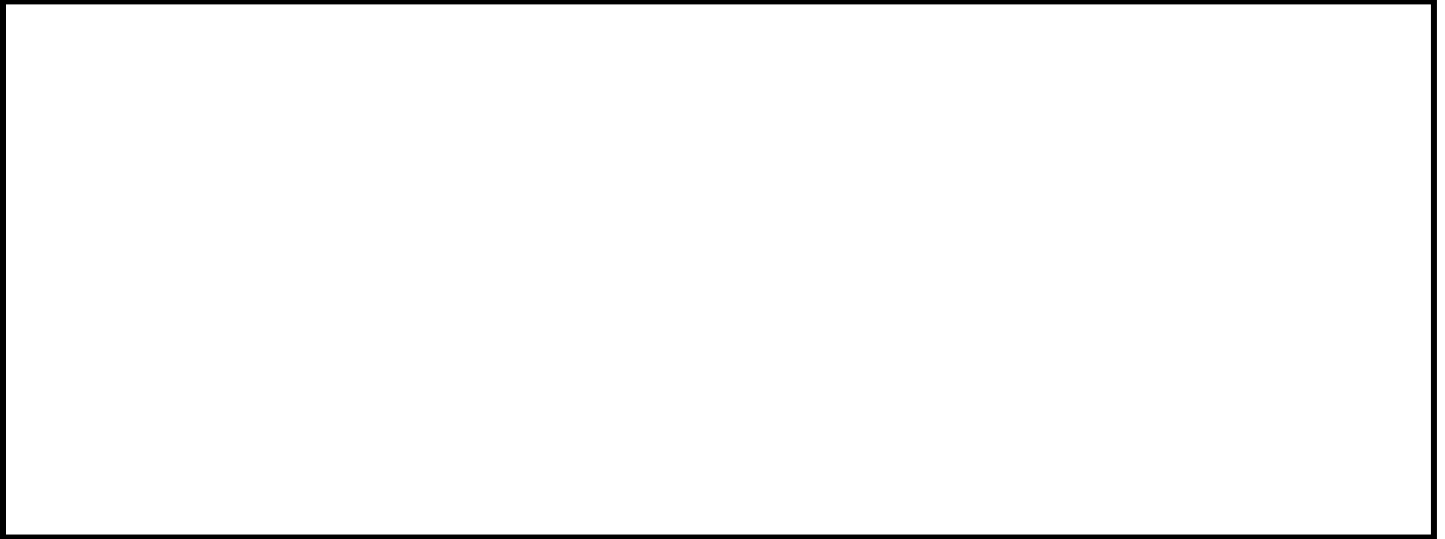
ALL ROOMS MUST BE LEFT READY FOR USE: _____

I UNDERSTAND THAT NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY: _____

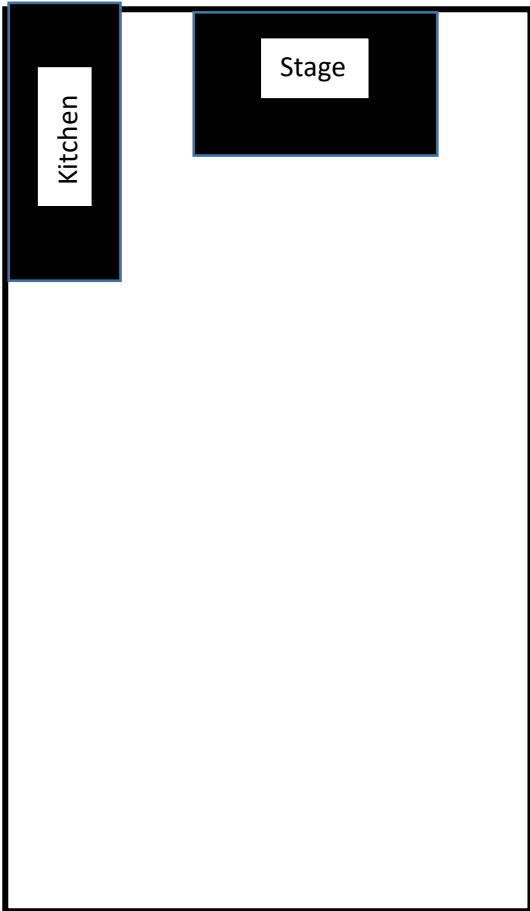
Contact Signature: _____ **Date:** _____

Refundable \$50 Deposit: _____ **Room Fees:** _____

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

