

**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:**

\_\_\_\_ 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.):** \_\_\_\_\_

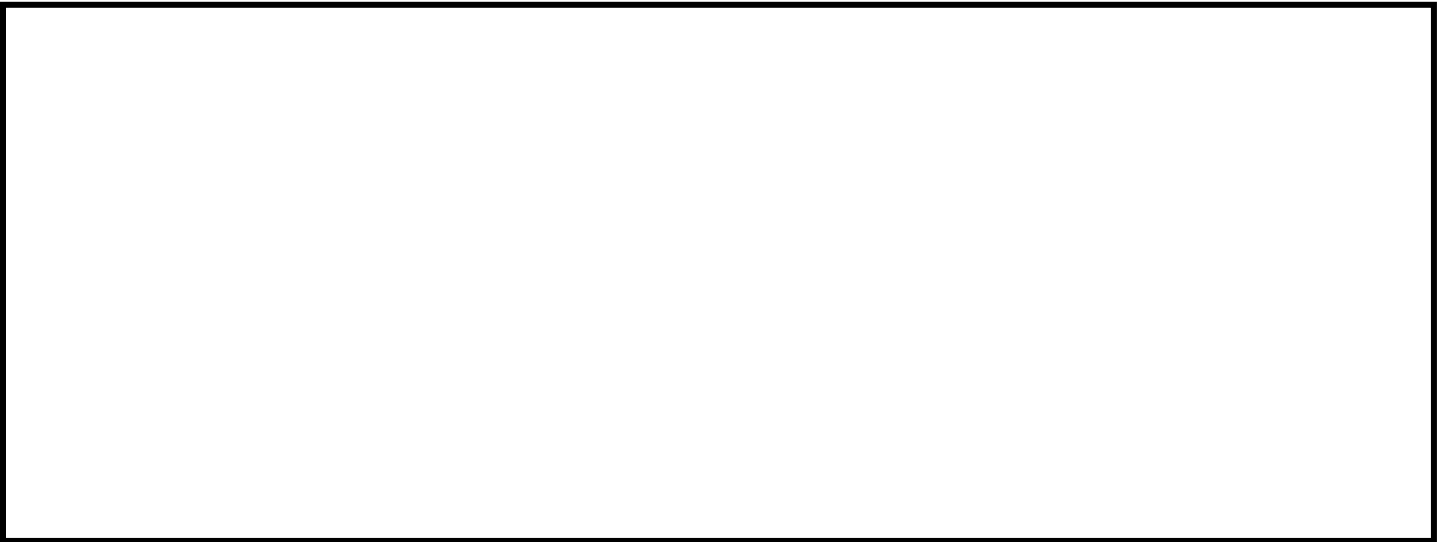
**ALL ROOMS MUST BE LEFT READY FOR USE:** \_\_\_\_\_

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

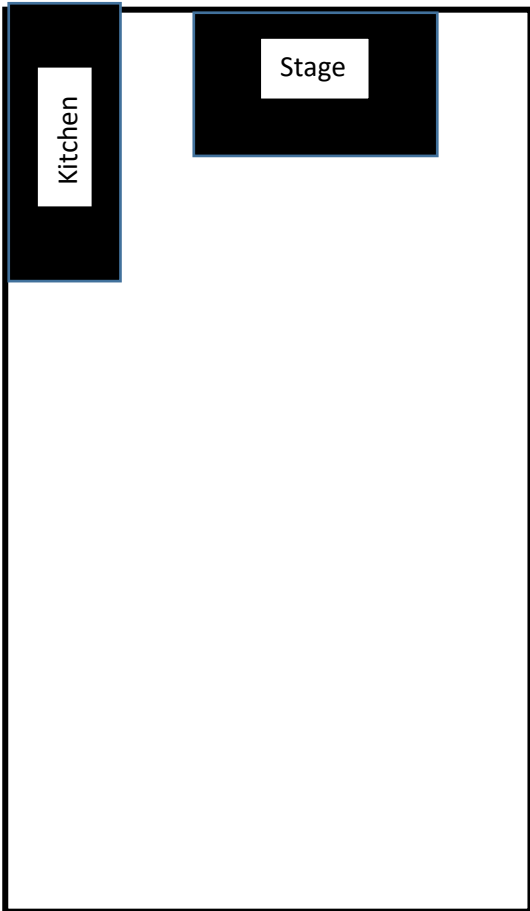
**Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

