

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

**Church Programming & 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:** \_\_\_\_\_

**FPC Program/Member Event?** \_\_\_\_\_ **Non-Profit Event?** \_\_\_\_\_

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

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

**Door Access: See Office Administrator 2 weeks in advance**

**Rooms Needed:**

\_\_\_\_ Fellowship Hall                      \_\_\_\_ Lewis Hall                      \_\_\_\_ Sanctuary                      \_\_\_\_ Manse  
\_\_\_\_ Fellowship Hall Kitchen              \_\_\_\_ Lewis Hall Kitchen              \_\_\_\_ Celebration Hall              \_\_\_\_ Courtyard  
\_\_\_\_ 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 \_\_\_\_\_ )

**FPC Staff Needed?** (Church program events only) (yes/no) \_\_\_\_\_ **Who?** \_\_\_\_\_

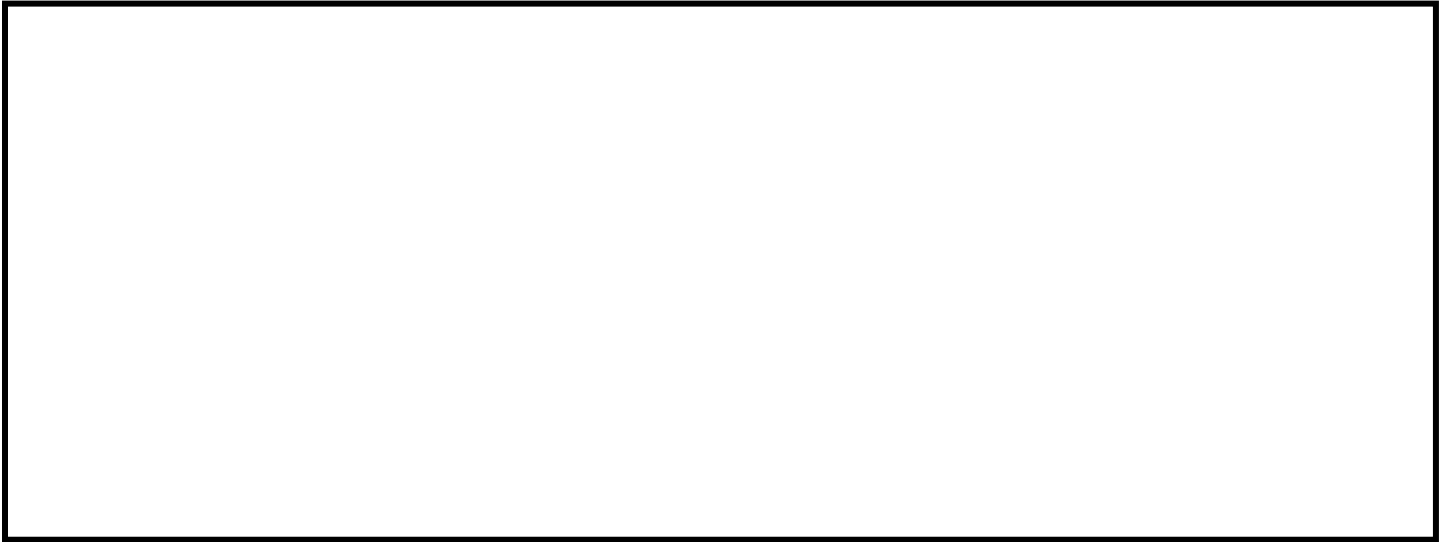
**ALL GROUPS MUST CLEAN KITCHEN, BATHROOMS & SUPPLIES (pots, pans, dishes, etc.):** \_\_\_\_\_

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

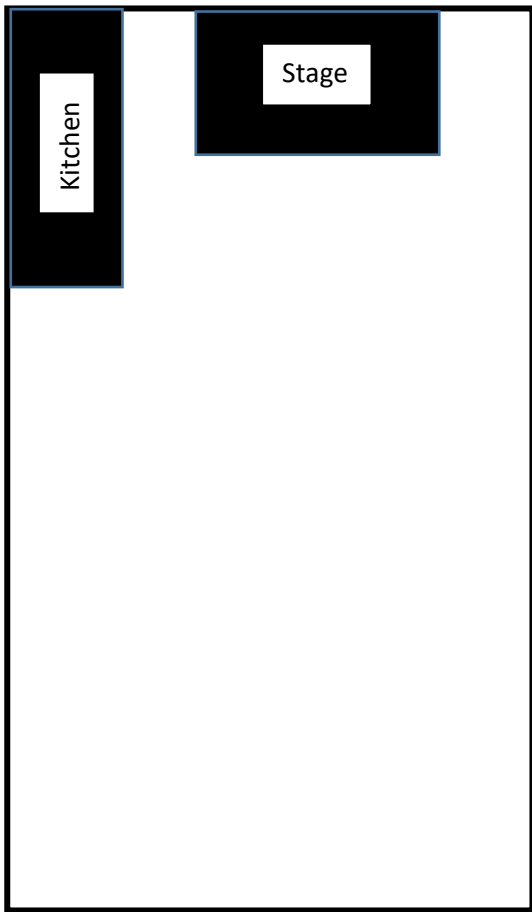
**I UNDERSTAND THAT NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY:** \_\_\_\_\_

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

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

