

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              \_\_\_\_ 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 \_\_\_\_\_ )

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

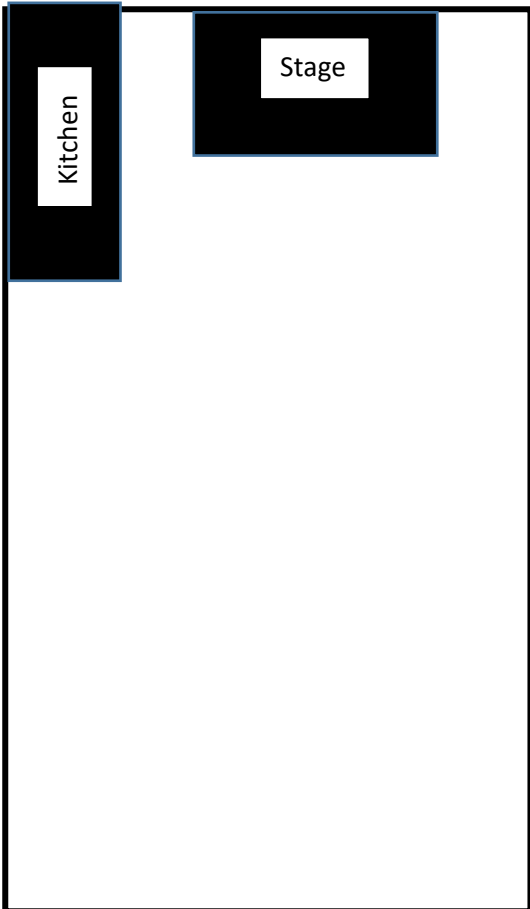
Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refundable \$50 Deposit: \_\_\_\_\_ Room Fees: \_\_\_\_\_

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

