

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

Non-Profit Events

See Building 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: _____

Caterer Kitchen Needs (\$50 fee):

____ 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; there is a \$40/hour charge, 2 hour minimum)

____ Soundbooth (PowerPoint _____ Microphones _____ Video _____)

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

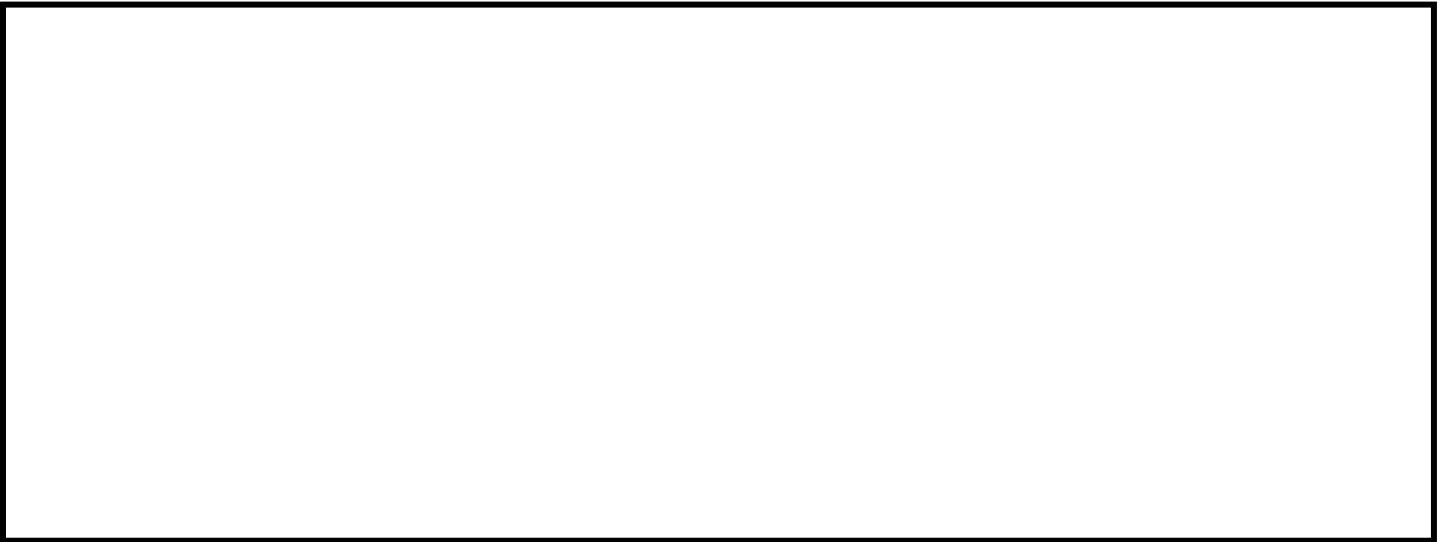
ALL ROOMS MUST BE LEFT READY FOR USE: _____

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

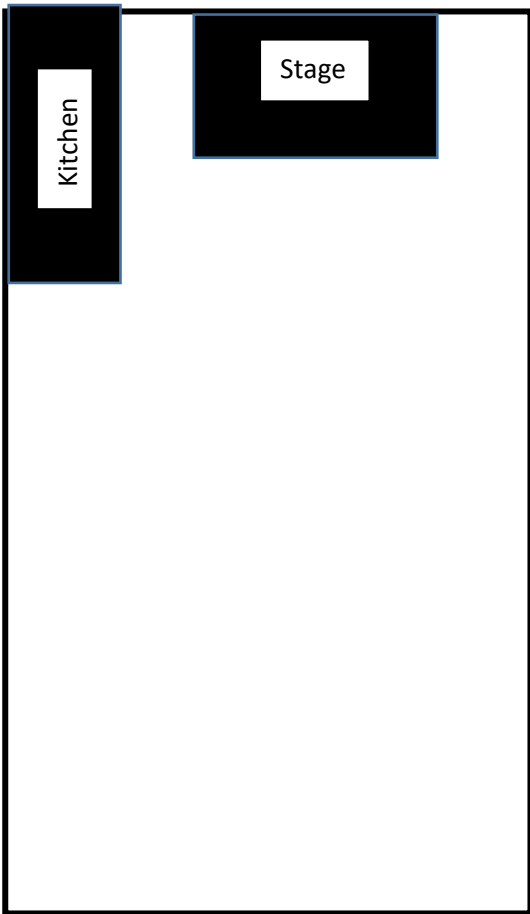
Contact Signature: _____ **Date:** _____

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

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

