

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

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

**Member Event?** \_\_\_\_\_ **Non-Profit Event?** \_\_\_\_\_

**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:**

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

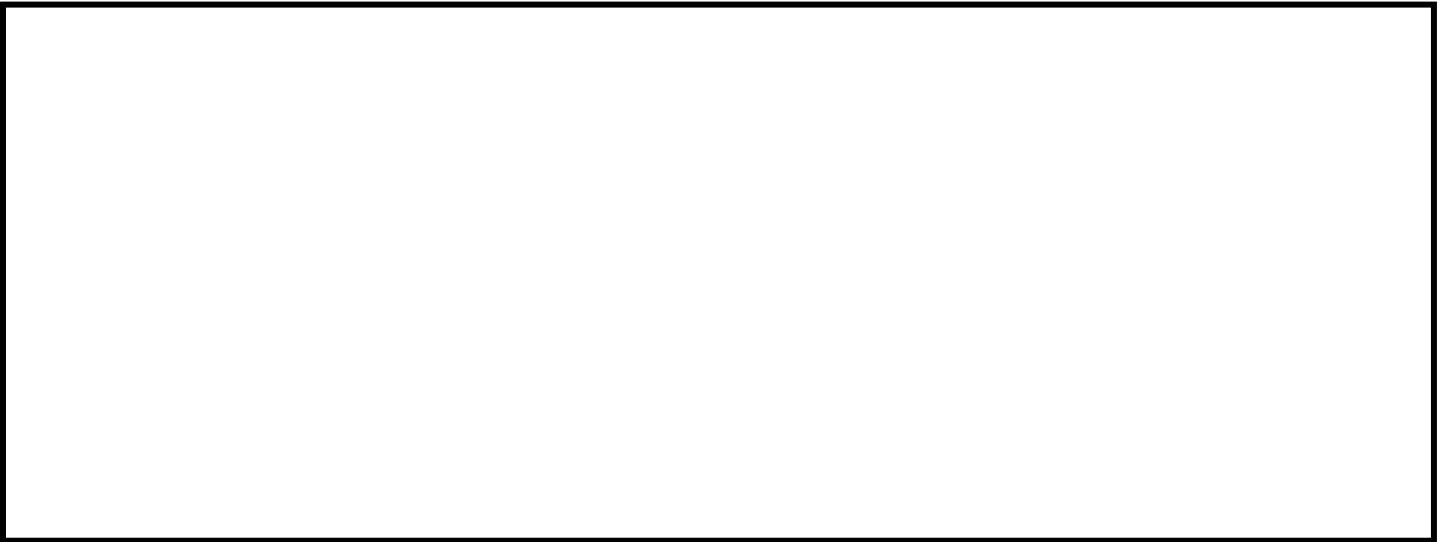
**ALL ROOMS MUST BE LEFT READY FOR USE:** \_\_\_\_\_

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

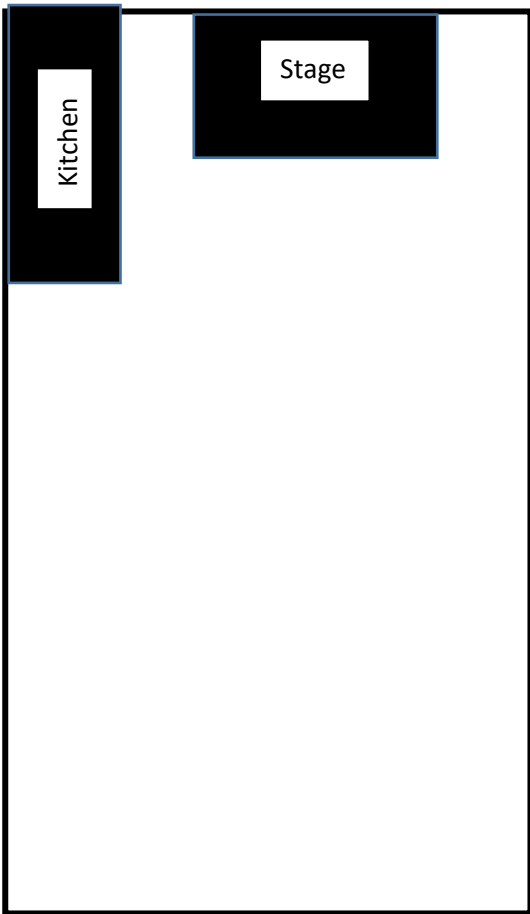
**Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

