

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

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

**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

\_\_\_\_\_ Education Building Rooms: \_\_\_\_\_

**Kitchen Needs:**

\_\_\_\_\_ Water                      \_\_\_\_\_ Lemonade                      \_\_\_\_\_ Decaf Coffee                      \_\_\_\_\_ Regular Coffee

\_\_\_\_\_ Sweet Tea                      \_\_\_\_\_ Un-sweetened Tea

\_\_\_\_\_ Real dishes                      \_\_\_\_\_ Real glasses                      \_\_\_\_\_ Real coffee cups                      \_\_\_\_\_ Real Silverware

\_\_\_\_\_ Paper plates                      \_\_\_\_\_ Paper bowls                      \_\_\_\_\_ Plastic cups                      \_\_\_\_\_ Napkins

\_\_\_\_\_ Plastic Utensils (forks \_\_\_\_\_ knives \_\_\_\_\_ spoons \_\_\_\_\_ )

\_\_\_\_\_ Linen Tablecloths (for FPC Special Events only, i.e. weddings, funerals)

**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 \_\_\_\_\_ )

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

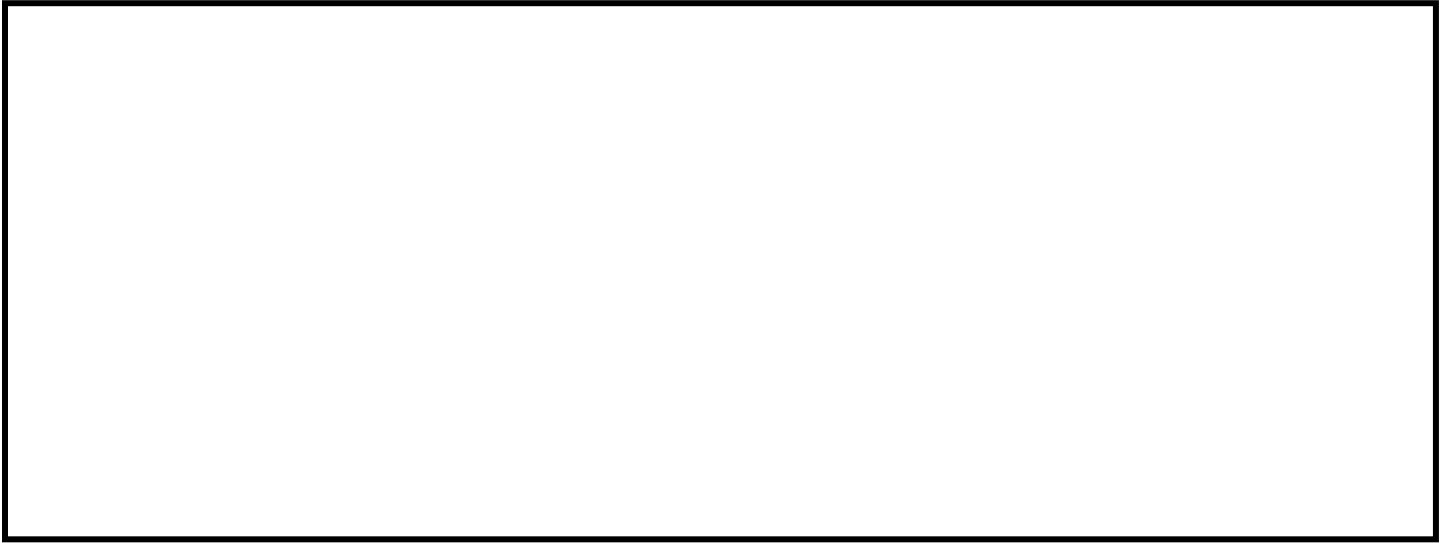
**ALL GROUPS MUST CLEAN KITCHEN, BATHROOMS & SUPPLIES (pots, pans, dishes, etc.):** \_\_\_\_\_

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

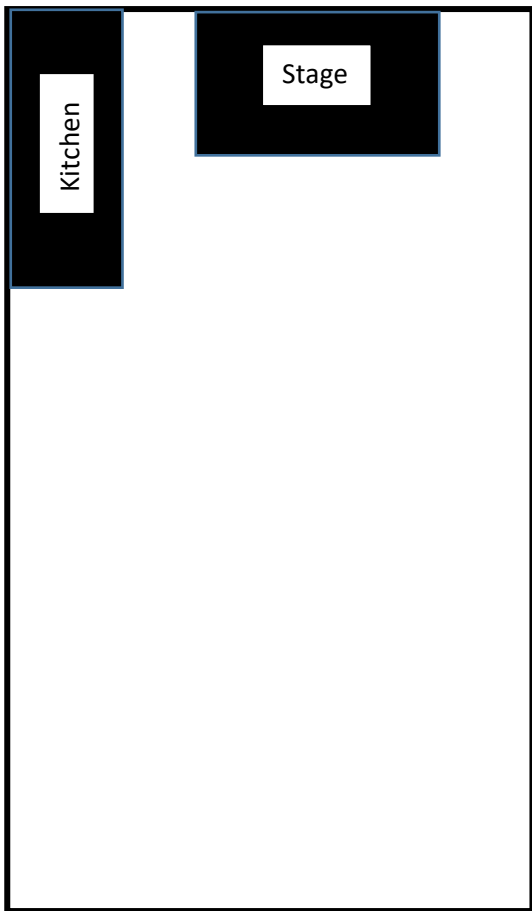
**I UNDERSTAND THAT NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY:** \_\_\_\_\_

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

Fellowship Hall



Lewis Hall



Sanctuary



Celebration Hall

