

# REQUEST OF FACILITY USE

First United Presbyterian Church  
Charlotte, NC 28202

Applicant Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Contact Info: Cell No. \_\_\_\_\_ Other No. \_\_\_\_\_

Email \_\_\_\_\_

Requested Date \_\_\_\_\_ Time \_\_\_\_\_ Alt Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_ Number of Days Requesting  
\_\_\_\_ Recurring Days (M T W TH F S)

Purpose for Requested Use of Facility: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Event**                      **Title of Event** \_\_\_\_\_

Brief Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Wedding**                      Bride \_\_\_\_\_ Groom \_\_\_\_\_

Requesting Use of Following

_____ Sanctuary	_____ Kitchen	_____ Audio
_____ Education Building	_____ Number of Tables	_____ Projector
_____ Number of Chairs	_____ AV Equipment	_____ Screen

Number of Guests \_\_\_\_\_

\_\_\_\_ I acknowledged that I have read the Facility Policy Handbook

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

**Office Use Only:**

Requested date open on FUPC calendar: \_\_\_\_\_ YES \_\_\_\_\_ NO