

First Presbyterian Church Facilities Use Request Form

Thank you for filling out this form. We appreciate you taking the time to share your request with us. Once everything is complete and ready for review, we will be in touch with you. If you have any questions in the meantime, please feel free to reach out to Russell Clark, Facilities Manager, at 919-821-5750 or rclark@fpcraleigh.org. Please complete the form and return it to the church office and place it in the mail slot located on the door of Russell Clark's office.

Thorough completion of this form will allow us to provide the best outcome for your request. Please allow three business days for a response.

Email Address | Phone Number:_____

Who/What group is making the request? Point of Contact:_____

What is the event that you are requesting space for?_____

What is the date(s) and time of the event?_____

How many people are you expecting?_____

What date and time do you need to start set up?_____

Do you need staff? (Technology/Operations)_____

What space(s) are you requesting?_____

- ☐ Memorial Hall
- ☐ Sanctuary
- ☐ Gathering Space
- ☐ Vanguard Room
- ☐ Parlor
- ☐ Third Floor Classroom
- ☐ Gym
- ☐ Stock Building Conference Room