

FIRST UNITED PRESBYTERIAN CHURCH
406 North College Street, Charlotte, NC 28202
Phone: 704-376-8014/Fax: 704-376-8329
REQUEST FOR USE OF FACILITY FOR EVENTS/RECEPTIONS (rev. 7/2011)

Applicant Name: _____

Address: _____

City, State, Zip Code: _____

Contact Info: Home# _____ **Cell#** _____

Office # _____ **E-mail:** _____

Purpose for Use of Facility(check one): **Event** **Wedding Reception**

Name/Type of Event: _____

Number of Guests: _____

Starting Date of Event: _____ **Starting Time:** _____

Ending Date of Event: _____ **Ending Time:** _____

Responsible Party (on site) during the event: _____

Address: _____

City, State, Zip Code: _____

Contact Phone #: _____

Indicate each facility/number of items needed for event/activity:

_____ Sanctuary Only	_____ Number of Chairs
_____ Education Building Only	_____ Number of Tables
_____ Sanctuary and Education Building	_____ Other (Audio, Custodian, Minister, etc.)
_____ Kitchen	(specify here) _____

ACTION BY FUPC STAFF ONLY

Request made by: **FUPC Member** **Non-Member**

Date Request Received: _____ **Date open on FUPC calendar:** **Yes** **No**

APPROVED (posted on calendar) **NOT APPROVED**
Reason _____

FUPC Authorized Signature: _____ **Date:** _____

Cost applicable to Requested Use: \$ _____

Paid Application Deposit Fee (per fee schedule): \$ _____ **Date:** _____

Balance of Cost due in advance: \$ _____

Paid By: _____ **Check #** _____