

**FIRST UNITED PRESBYTERIAN CHURCH**  
406 North College Street, Charlotte, NC 28202  
Phone: 704-376-8014/Fax: 704-376-8329  
**REQUEST TO USE FACILITIES FOR A WEDDING** (rev. 7/2011)

Check all that apply:  Wedding  Rehearsal  Reception (complete a *Request for Use Of Facility-Events/Receptions form*)

Date of Rehearsal: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

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

Person submitting request: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Info: Home# \_\_\_\_\_ Cell# \_\_\_\_\_

Office# \_\_\_\_\_ E-mail: \_\_\_\_\_

Bride's Name (please print): \_\_\_\_\_

Groom's Name (please print): \_\_\_\_\_

I have read the wedding information and fee schedule of FUPC and agree to adhere to the procedural policies, guidelines, and fees outlined therein. I understand that the wedding couple or responsible party is responsible for any damage and/or excessive clean-up cost and overtime. Once approved by FUPC, a Wedding Coordinator will be assigned to assist you. You will be required to complete the *Wedding/Reception Agreement* form.

\_\_\_\_\_  
(Name of Responsible Party) (Signature of Responsible Party) (Date)

Address (if different from above): \_\_\_\_\_

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

Phone#: \_\_\_\_\_ E-mail \_\_\_\_\_

**ACTION BY FUPC STAFF ONLY\***

Request made by:  FUPC Member  Non-Member

Date Request Received: \_\_\_\_\_ Date open on FUPC calendar:  Yes  No

Have met with FUPC Wedding Coordinator \_\_\_\_\_

Have met with FUPC Staff Member \_\_\_\_\_

APPROVED (posted on calendar)

NOT APPROVED  
Reason \_\_\_\_\_

FUPC Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_