



**Red Clay Creek**  
*Presbyterian Church*

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www.rccpc.org

June 7, 2019

Dear RCCPC Facility Space User,

The purpose of this email is to inform your group regarding the Red Clay Creek Presbyterian Church Facility/Event Reservation procedures for September 2019 through August 2020.

- With your group, determine what schedule and space you would like to request for **September 2019 through August 2020.**
- Things to consider are your regular meeting time, special meetings, events, time that you take off from your regular meeting, etc.
- This procedure is for reserving space *and* dates. If your group has an event, e.g. Egg Hunt, Car Wash, Quilts for Comfort, Emmanuel Dining Room, etc. and you would like to reserve that date, a form must be completed.
- Complete the attached Facility/Event Reservation Request form or go to [www.rccpc.org/reserve](http://www.rccpc.org/reserve) to complete the reservation process online.
- **A separate form/request must be completed for each series of meetings/activity/event.**
- Email requests cannot be accepted. Please use the form or the online reservation process on the website.
- Reservations will be made on a first come – first served basis.

If you have any questions, please contact the church office at (302) 998-0434 or [office@rccpc.org](mailto:office@rccpc.org).

Blessings,

Julie Reeder  
Office Manager