

Red Clay Creek Presbyterian Church
FACILITY/EVENT RESERVATION REQUEST

TODAY'S DATE: _____

GROUP NAME: _____

CONTACT PERSON: _____ CONTACT PHONE: _____

CONTACT EMAIL: _____

DETAILS OF REQUEST

DESCRIPTION OF EVENT: _____

DAY OF THE WEEK (circle one): MON TUES WED THUR FRI SAT SUN

TIME OF EVENT: _____ APPROX. SIZE OF GROUP: _____

ONGOING EVENT: YES NO

IF YES: WHAT FREQUENCY?: _____
(e.g. 1st Monday, every other Tuesday, etc)

START DATE: _____ END DATE: _____

EXCLUDING: _____

ROOM/SPACE REQUESTED: _____

ROOM SET-UP: _____

SPECIAL REQUESTS: _____

Please complete other side of form

WHICH OF OUR FOUR PILLARS OF MINISTRY BEST FITS YOUR ACTIVITY AT RCCPC?

(circle one) *If this part is confusing, check with the church office for guidance.*

BELONG – Gather with people to build relationships with one and another and God. (Ex. Fellowship groups, athletics, etc.)

NURTURE – Growing in faith, service, and well-being. (Ex. Scouts, Book clubs, etc.)

REACH – Extending beyond our walls to embrace and serve others. (Ex. AA, Support groups, etc.)

REJOICE – Celebrating the gift of life and God’s love for the world. (Ex. Dancing, singing, music, etc.)

Committee chairperson approval _____ Date: _____

Each group must complete a form for each different event.

For Office Use Only

Approved By:	Fees:	Paid: Check #: _____
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