

FACILITIES USE REQUEST FORM

Date request received:

Request received by:

Responsible Individual:

Telephone(s):

Relationship with NPMC:

Member

Non-Member

Requested date(s) & time (s):

Request must be made no less than 30 days or more than 60 days in advance of the event. Events must end by 10:00 P.M.

Describe the request for what part of the church your desire to use and for what purpose:

How many people will be involved?

Requesting Group or Individual's role and mission:

To be completed by office

Usage fee involved: No: Yes: Amount:

Fax form 336-765-5536 or email to rachel@newphilly.org

Date presented to Property ***(if needed)***

Property Committee action:

Approve

Disapprove

Office approval ***(not requiring Property Committee action)***

Date/Initials:

Signature of Properties Committee Chairman

Room Assigned:

Contact person notified by on date