First Presbyterian Church

302 West Whitner Street ~ Anderson, SC 29624

KIRK (Fellowship Hall) RESERVATION FORM

Date of the Request: _____

PLEASE PRINT

Organization or Individuals Making the Request:

_____

Name or Type of Event: _____

Date(s) of Event: _____ **Hours of Day to be Used:** _____ **to** _____

Set-up Date: _____ **Setup Hours of Day:** _____ **to** _____

Church Function or Church Sponsored Group: ☐ **Yes or** ☐ **No**

Needs or Requirements:

- **Do you Desire the FPC Staff to set-up the Tables, Chairs, Etc. for your event? - Check fee schedule for non-member groups/events:**
  ☐ **Yes or** ☐ **No**
  - **If YES, please provide a diagram showing the layout of all items in the fellowship hall)**
- **Will the Kitchen be needed?:** ☐ **Yes or** ☐ **No**
- **Will the Food be Catered?:** ☐ **Yes or** ☐ **No**
- **Do you Desire the FPC Staff to Cater your event?:** ☐ **Yes or** ☐ **No**
  - **If NO, then by whom?:** _____
- **What time is the Meal/Snack to be Served?:** _____
  - **Number to Prepare or Attending the Meal/Snack:** _____
- **What type of Meal or Snack is Desired (General):** _____

  _____
- **Will Paper Plates, Cups & Plastic Utensils be Used?:** ☐ **Yes or** ☐ **No**
  - **Will your Organization be providing these items?:** ☐ **Yes or** ☐ **No**

_____

Person(s) in Charge: _____

Address: _____

Telephone (Home): _____ **(Work):** _____ **(Mobile):** _____

Signature or Person Requesting: _____ **Date:** _____

NOTE: Please set back all tables & chair back to their original positions and please empty all trash cans and remove the trash from the building when you are done using the Kirk. Thank You!

Please contact the Administrative Assistant 864-225-2551 or e-mail Information@FPCAndersonSC.com for a fee schedule, when applicable.

Return this form (and fee, if required) to either – Administrative Assistant or Business Administrator
E-mail: Information@FPCAndersonSC.com OR Fax: 864-225-2552 OR by Mail.