

Hilton Presbyterian Church

34 Main Street
Newport News, VA 23601
757-595-1313

Facility Use Request

Today's Date: _____

Name of Person/Group Making Request: _____

Purpose of Request : _____

Requested Date(s) : _____

Time of Use: _____ to _____ Number of People: _____

Contact Person : _____

Address: _____

Telephone Numbers: _____ (home) _____ (work/cel)

Request Usage of:

_____ Fellowship Hall _____ Sanctuary _____ Basement
_____ Classroom (Room # _____) _____ Kitchen

Signature: _____

*****OFFICE USE ONLY*****

Routing: Please Initial and Date, indicating your approval of the attached request for use of church facilities

_____ Office Manager (calendar availability)

_____ Kitchen Coordinator (if kitchen use is requested)

_____ Pastor

_____ Property Committee Chair

_____ Custodian

Comments:

Charges for Fellowship Hall & Kitchen (if applicable): Fellowship Hall: \$ _____ Sanctuary: \$ _____ Janitor Fee: \$ _____
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Posted on Calendar: _____

Date Key Picked Up: _____ Key Color: _____ Date Key Returned: _____