

Forest Hill Presbyterian Church
4401 Forest Hill Avenue, Richmond, Virginia 23225

FACILITIES AND PROPERTY USE REQUEST
All items are required. Check as applicable below. Please print.

Name of Person/Responsible Party making request: _____

Phone(s) _____ Email: _____

Name of Organization/User:

- _____
- Religious Charitable Civic Cultural or Educational organization
- non-profit; EIN _____
- for-profit; EIN _____
- a sole proprietor an individual

Street/City/State/Zip:

Name of function (or note "N/A"):

Purpose of function and activities:

Estimated attendees: # _____ adults; # _____ children/youth supervised by adults

Frequency of use: One-time use Recurring use

Requested date(s) of use:

Requested time(s) of use, including set-up/clean-up:

Requested area of premises:

- 1st Floor: Conference Room Fellowship Hall Parlor Kitchen Prayer Garden
 Sanctuary

2nd Floor: Classroom(s) TBD

- Grounds: Front Parking Area Rear Parking Area Front Lawn Labyrinth

Special requests:

SEND THIS COMPLETED FACILITIES AND PROPERTY USE REQUEST TO:

Forest Hill Presbyterian Church Or Email to info@fhpcrichmond.org

