

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

FACILITIES AND PROPERTY USE REQUEST APPLICATION
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 Playground Storage Bldg

Special requests: _____

Signature of responsible party: _____ Date: _____

SEND THIS COMPLETED FACILITIES AND PROPERTY USE REQUEST APPLICATION TO:

Forest Hill Presbyterian Church
4401 Forest Hill Avenue, Richmond, Virginia 23225
Or Email to info@fhpcrichmond.org