

New Hope Presbyterian Church
4701 NC Route 86, Chapel Hill, NC 27514 919-942-4710

Application for Use of New Hope Presbyterian Church
Facilities

Name

Organization

Address

Phone Number

Email

Date(s) and Time Requested

Type of Function

Areas/Rooms requested

Printed Name of Responsible Party

Signature of Responsible Party _____

Date: _____

Event Information

Is this a fundraising event or is admission being charged?

Is this a for-profit, or non-profit group or charitable group?

What is the expected attendance? _____

Are decorations going to be used for this event? _____

Describe: _____

Do you need kitchen use? _____

What type of refreshments will be served?

Is this a one-time event or does your group need a regular meeting place?

For Church Use:

Date Request Received by Staff: _____

Date approved/disapproved by Building and Grounds: _____

Date cleared through Session: _____

Date of Notification to Applicant with request for payment _____

Computed Cost from Fee Schedule

Church Contact Person _____ Phone _____

Date Deposit Returned/Not Returned (if not returned, state reason):
