

*Red Clay Creek Presbyterian Church*  
**ROOM RESERVATION REQUEST**

TODAY'S DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

DATES REQUESTING TO USE RED CLAY FACILITIES (include beginning and ending dates):  
\_\_\_\_\_

IF ONGOING EVENT – WHAT DAY/FREQUENCY: (i.e., every 2<sup>nd</sup> Tuesday): \_\_\_\_\_

\*Exclude the following dates: \_\_\_\_\_

TIME OF MEETINGS: \_\_\_\_\_

ROOM REQUESTED: \_\_\_\_\_ APPROXIMATE # IN GROUP: \_\_\_\_\_

LEADER NAME: \_\_\_\_\_

PHONE NUMBER(s): Day: \_\_\_\_\_  
Evening: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

OTHER CONTACT(s) Name, Phone Number & E-mail Address: \_\_\_\_\_

Thank you. You may contact the Office Staff at:  
(302) 998-0434 ext. 100  
(302) 998-4517 (fax)  
e-mail: [office@rccpc.org](mailto:office@rccpc.org)

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

{ } **YES, this event is authorized to use the requested space.**

{ } **NO, this event is not authorized to use the requested space.**

**FEES:** \_\_\_\_\_

**OTHER INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_  
Print Name Title

Signature: \_\_\_\_\_