



Red Clay Creek
Presbyterian Church

500 McKennan's Church Road
Wilmington, DE. 19808-1360
302.998.0434

office@rccpc.org
www.rccpc.org

June 1, 2010

Dear RCCPC Facility Space User,

The purpose of this letter is to inform your group regarding the Red Clay Creek Presbyterian Church Facility/Event Reservation procedures for September 2010 through August 2011.

Attached you will find a request form.

- With your group, determine what schedule and space you would like to request for September 2010 through August 2011.
- Things to consider are your regular meeting time, special meetings, events, time that you take off from your regular meeting, etc.
- This procedure is for reserving space *and* dates. If your group has an event, e.g. Egg Hunt, Car Wash, Quilts for Comfort, Emmanuel Dining Room, etc. and you would like to reserve that date, a form must be completed.
- Complete the Facility/Event Reservation Request form in its entirety.
- An incomplete form will be returned.
- A separate form must be completed for each meeting/activity/event.
- Return the completed form to the Church Office before June 30.
- Beginning July 1, all submitted forms will be reviewed.
- Facility space and date requests will be confirmed by July 15.
- Any forms received after June 30 will be processed on a first come first serve basis.
- Facility requests via email will not be accepted.
- The form will be available on the website or can be requested electronically by emailing: office@rccpc.org.

If you have any questions, please contact the church office at (302) 998-0434 or office@rccpc.org.

Grace and peace,

Amy Reice
Office Manager