



Red Clay Creek
Presbyterian Church

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

office@rccpc.org
www.rccpc.org

June 15, 2018

Dear RCCPC Facility Space User,

The purpose of this email is to inform your group regarding the Red Clay Creek Presbyterian Church Facility/Event Reservation procedures for September 2018 through August 2019.

- With your group, determine what schedule and space you would like to request for **September 2018 through August 2019.**
- 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 attached Facility/Event Reservation Request form or go to www.rccpc.org/forms to complete the reservation process online.
- **A separate form/request must be completed for each meeting/activity/event.**
- Email requests cannot be accepted. Please use the form or the online reservation process on the website.

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

Grace and peace,

Julie Reeder
Office Manager