

# Use of Building Request Form

This request is for (check one):  Personal Use or  Non-Profit Organization Use

Name of Church Member or Organization: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Describe the event (who, what, why): \_\_\_\_\_

\_\_\_\_\_

Date(s) requested: \_\_\_\_\_ # of people expected: \_\_\_\_\_

Time requested (be sure to consider the time you need for set-up and tear down):

From \_\_\_\_\_ to \_\_\_\_\_

Equipment needed: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Organizations that will use building are requested to have own insurance rider and submit a copy along with building use request.

Please use the back for any additional information that will assist the Trustees concerning the nature of this request.

I understand the following rules:

- 1) We will restrict our activities only to the rooms requested.
- 2) We will be responsible for seeing that the room(s) are left in the condition in which we found them.
- 3) We understand there will be no smoking any place in the building (including restrooms).
- 4) The use of kitchen facilities requires the presence of a church member familiar with the equipment. This person will be: \_\_\_\_\_ Phone #: \_\_\_\_\_
- 5) Church member responsible for unlocking and locking the building: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
Signature of person making request

*Request forms must be turned into the office at least 30 days in advance of event to be considered.*

Trustee use only:

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Permission  Granted  Not Granted by action of Trustees (dated): \_\_\_\_\_

Signature of Trustee Chairperson or Pastor: \_\_\_\_\_

Fees for use of building: \_\_\_\_\_

Route to:  Secretary  Pastor(s)  Custodian  Sound Technition  
 Others: \_\_\_\_\_