

Building Use Request Form



This request is for (check all that apply):

- Personal Use Non-Profit Organization Use
 Member Regular Attender Non-Attender

Name of Individual or Organization: _____

Telephone #: _____ Email: _____

Describe the event (who, what, why): _____

Date(s) requested: _____ Number of people expected: _____

Time requested (Include set-up and tear down): From: _____ To: _____

Equipment needed: _____

Room(s) requested: _____

Organizations are required to have own insurance rider and submit a copy along with building use.

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 #: _____

**Reimbursement for any damage will be charged back to the requester.*

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 Custodian Sound Technition

Others: _____