



Application for Building and Facility Usage

Please complete and return to the church office

Name of Group or Organization _____

Purpose of Building/Facility Use _____

Contact Person:

Name _____

Address _____

City/State/Zip _____

Daytime # _____ nighttime # _____

Space and equipment requested (please check):

- Fellowship Hall: _____ # of tables _____ # of chairs VCR/TV white board
 Activity Room: _____ # of tables _____ # of chairs VCR/TV white board
 Kitchen (prepare/serve) Kitchen (serving only)
 Nursery classroom
 Auditorium: Organ, Piano, etc. Sound system Overhead
 Pavilion: Electricity Water Grill

Date Requested _____ Hours Requested _____

Approximate number of people expected for activity _____

Special set-up/take-down/custodial clean up needed? Yes No

Explanation of special arrangements or special fees (include what special equipment you intend to bring to the event). Use additional sheet if needed or to draw set-up.

Plans for entering/locking building _____

Will food and/or beverages be served? Yes No

If "Yes", please describe food/beverage plans. (**No alcoholic beverages permitted**)

Total recommended donation _____

Signed _____ Date 1/4/2018

Approved by: _____