

Building Use Request Form

Name of Event: _____

Event Date: _____ Time: _____

Set-up/Clean-up time needed: _____

One time or recurring event: _____

If recurring, how frequently: _____

Room(s) Requested: _____

Requesting person or group: _____

If group, contact name: _____

Church supplies to be used: _____

Contact email: _____

Contact phone: _____

I have received a copy of the Building Use and Kitchen/Undercroft Policy and agree to follow them.

Signed: _____

Date: _____