

BUILDING USE FORM

Today's Date _____

EVENT _____

Example: Church-Wide Dinner

EVENT DAY AND DATE _____

Example: Saturday, January 30, 2012

TIME OF EVENT (FOR CALENDAR PURPOSES) _____

Example: 5-7 pm

SET-UP DAY AND DATE REQUESTED _____

Example: Friday, January 29, 2012

SET-UP TIME REQUESTED _____

Example: 1-4 pm

Desired room(s) to be used — Note: If using Fellowship Hall, please complete the back of this form

Primary Contact Person _____

This is the person responsible for opening up, locking up, making sure all needed supplies have been ordered, and making sure the building is restored to it's condition before the event.

Home # _____

Work # _____

Cell # _____

Do you need a microphone? Yes No

Do you have any equipment or technology needs? Yes No

If yes, please explain _____

Your request will be entered on the Official Church Calendar after it has been confirmed that there are no scheduling conflicts and any required custodial fees have been paid.

The FELLOWSHIP HALL SET-UP SHEET found on the back of this form **MUST** be completed at time of reservation. If you are using another room that requires set-up, please draw your set-up on a blank sheet.

For church-sponsored functions, the person responsible for event is responsible for gathering the necessary paper goods and plastic utensils from the church pantry and also for arranging for audio/visual equipment. The Custodian is not responsible for gathering these products or equipment. Thank you.

OFFICE USE ONLY	
COPIES TO	
Custodian	_____
Financial Secretary	_____
Sound Person	_____
Pastor	_____
FEES PAID	
TOTAL	_____
PAID DATE _____	CK # _____

FELLOWSHIP HALL SET-UP

Please choose from the set-up options or draw your own below

of 8 Foot Tables _____

of Card Tables _____

of Chairs _____

Table Covering Required? Yes No

There are 26 8-foot tables that seat 8 each (including ends), 14 square tables that seat 4 each, and 250 chairs available for use.

For large banquet-style set-ups, please choose from Options 1-4 on the attached page. If you choose one of these options but don't require the seating in the hall, simply mark through the tables shown. Option 5 is for a meeting-style set-up with up to 44 seated.

