



## BUILDING USE FORM

Name of Ministry: \_\_\_\_\_

Please Mark Space You Are Requesting:

Sanctuary       Fellowship Hall       Class Room       Zoom       Outdoors

Signature of Ministry Director: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number(s): cell \_\_\_\_\_ other: \_\_\_\_\_

**\*\*\*\*ROOM ASSIGNMENT WILL ONLY BE DONE BY THE OFFICE.\*\*\***

### PURPOSE FOR BUILDING USE

- Ministry Meeting  
 Community Event  
 Other: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ AM PM      End Time \_\_\_\_\_ AM PM

On the day of my event, I would like to arrive at: \_\_\_\_\_ AM PM

### Preparation/Set-Up Information:

Set-Up Date (If Applicable): \_\_\_\_\_

Set-Up Start Time: \_\_\_\_\_ AM PM      Set-Up End Time \_\_\_\_\_ AM PM

Number of People Attending: \_\_\_\_\_

How will the room be set-up to receive the attendants:

- Tables & Chairs       Chairs Only       No Tables or Chairs

**Equipment Needed For The Event**

\_\_\_ Tables: How many \_\_\_\_\_ Choose One     Round     Rectangle

**Note: Round tables will only be available in the fellowship Hall**

\_\_\_ Chairs: How many \_\_\_\_\_

\_\_\_ Dry Erase Board      \_\_\_ Microphone      \_\_\_ Streaming Equipment

\_\_\_ Podium                      \_\_\_ Other: \_\_\_\_\_

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FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_

RECIEVED ON: \_\_\_\_\_

APPROVED: \_\_\_\_\_                      NOT APPROVED \_\_\_\_\_

ROOM(S) ASSIGNED: \_\_\_\_\_

DATE NOTIFIED \_\_\_\_\_                      NOTIFIED BY \_\_\_\_\_

SIGNATURE OFFICE APPROVAL : \_\_\_\_\_