



Building Usage Request Form

Contact Information

Name: _____

Phone: _____

Address: _____

Date: _____

Facility Requested

- Sanctuary
- Education Building
- Kitchen
- Sunday School Opening Room
- Picnic Shelter
- Volleyball Court
- Softball Field
- Playground
- Camp Site

Event Information

Date: _____

Event Host: _____

(i.e. Sunday School, ETC, Committee, Faith Circle, etc.)

Purpose of Event:

- _____ Ministry Use
- _____ Personal Use (subject to Council Approval)

NOTE: We request that the facility be neatly returned to its original state after the event.

Time:

Start: _____

End: _____

Date Available _____
(Secretary signature)

Alternative Usage Date

(please provide an alternate date and time to use our facility in the case that your request conflicts with scheduled events)

Date: _____

Time: _____

Request Approved ____/____/____

(Elder Signature)