**~ BUILDING USAGE REQUEST ~**

Please prepare a separate form for EACH date requested unless the same day and time of the month will be used for the year. Requests submitted with less than two weeks notice may be denied. Questions? Call: 683-4870.

**PLEASE ALLOW TWO BUSINESS WEEKS FOR REQUEST REVIEW**

BUILDING NEEDED:_____

SPECIFIC ROOM:_____

_____

DAY OF WEEK MONTH DAY YEAR

REASON FOR REQUEST:_____

USER GROUP IN CHARGE OF EVENT:_____

PERSON IN CHARGE:_____

ADDRESS:_____

PHONE #: _____ E-MAIL:_____

BUILDING NEEDED FROM:_____ TO _____

EVENT TO TAKE PLACE FROM:_____ TO _____

WILL THERE BE A CHARGE TO ATTEND FUNCTION? _____ IF SO, WHAT?_____

APPROXIMATE NUMBER OF PEOPLE TO ATTEND?_____

**GIVE THIS FORM TO THE CHURCH OFFICE**

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**CHARGE FOR USAGE: $_____**

***OFFICE USE ONLY***

Is Calendar Open?_____ Date Request Received:_____

Church agent responsible for unlocking/locking:_____

**Facility Manager Approval:**_____

**Event on Calendar & Inform User:**_____ **Date:**_____