

**~ BUILDING USAGE REQUEST~  
SPRING HILL UNITED CHURCH OF CHRIST**

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.

BUILDING NEEDED:     Fellowship Hall     Davis Hall     Sanctuary

SPECIFIC ROOM: \_\_\_\_\_     One Time Usage     On-going Usage

\_\_\_\_\_  
DAY OF WEEK                      MONTH                      DAY                      YEAR

TYPE OF EVENT: \_\_\_\_\_

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? \_\_\_\_\_



**E-MAIL REQUEST TO: David Van Horn: [activitiescoordinator.shucc@gmail.com](mailto:activitiescoordinator.shucc@gmail.com)  
Or send a TEXT to 352-650-2188**



\*\*\*\*\*

**CHARGE FOR USAGE: \$ \_\_\_\_\_**

**OFFICE USE ONLY**

Is Calendar Open? \_\_\_\_\_ Date Request Received: \_\_\_\_\_

Church agent responsible for unlocking/locking: \_\_\_\_\_ **OR** Key Given

**Activity Coordinator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event on Calendar & Inform User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Do they want event advertised on electronic sign? \_\_\_\_\_

**Response to request will be given within a week.**