

BUILDING REQUEST FORM FOR BASIC CHURCH ACTIVITIES

EVERY GROUP MEETING ON A RECURRING BASIS MUST HAVE A FORM ON FILE AND IT MUST BE UPDATED YEARLY

As the use of our church building increases, the scheduling of rooms becomes more complex: To meet the needs of your group and its planned activities, please take a moment to fill out the building use request form. If additional space is needed, please use the reverse side. **If you have a room preference, it will be honored if at all possible and doesn't conflict with previously scheduled events. When two or more group activities overlap, room space will be assigned to fit the size of group and type of activity. For groups having a regular weekly or monthly meeting, only one form needs to be submitted. In the "Dates" blank, list "every (day)," or "1st (day) every month," etc. IF YOU CAN, ALSO LET US KNOW ANY REGULARLY SCHEDULED DATES YOUR GROUP WILL NOT MEET.** Please put your completed room request form in the OFFICE mail slot in the Education Wing or in the Church Office. Thank you.

Name of Person making Request _____

Daytime phone number _____

Email (if you actually check it) _____

Committee/Organization _____

Room Requested _____ Number in attendance _____

Type of Activity _____

Date(s) requested _____ Time: _____

[If recurring, please state "every (day)" or which day each month]

(please list actual start-end time)

Person responsible for cleanup _____ Phone _____

Building Key Needed: ___ Yes ___ No If yes, Date of pick up _____

Person responsible for Key _____

Comments/Special requests _____

Signature _____ Date _____

Office use only Date Received Conflicts Y N (circle one)	If conflict, contact made 2nd attempt	Posted Computer Calendar Posted Office Calendar
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