

CHURCH FACILITY USE AND CALENDAR REQUEST

Date _____

Organization: ** _____ Contact: _____

Address: _____ Phone: _____

Requested Date(s): _____

Beginning Time: _____ Ending Time: _____
(including cleanup *)

Number of Persons Attending: _____ Type of Function or Activity: _____

Purpose: _____

Will there be a solicitation for funding? If so, how _____

When will solicitation start? _____ Will special offering be requested? _____

Room(s) Requested: _____

When will rooms be set up? Date: _____ Time: _____

Additional Equipment Needed: _____

Key(s) required: _____ Name of person to pick up keys: _____

Key(s) picked up: _____ Key(s) returned: _____

A/C – Heat
Time On: _____

Time Off: _____

In an effort to ensure the success of all group projects and activities, it is requested that this form be completed and submitted to the Church office or to the Missions Council Chairperson at least 30 days prior to the event. Once approved by the Missions Council, the requestor will be promptly informed. If the event also includes any type of fund raising, the request will then be directed to the Finance Committee Chairman for approval. It is important for requests to be made as far in advance of the requested dates as possible to eliminate conflicts and overlapping requests by other groups, projects and activities. Every effort will be made to accommodate requests.

- Approved and scheduled
 - Declined
- Reason _____

*** PLEASE NOTE THAT ALL GROUPS USING THE FACILITIES MUST EITHER CLEAN UP AFTER THEIR EVENT OR MAKE ARRANGEMENTS FOR PAYING A CUSTODIAN. CLEAN UP INCLUDES RETURNING ALL TABLES AND CHAIRS TO THEIR APPROPRIATE PLACES.**

**** FOR ALL NON-CHURCH RELATED EVENTS PLEASE CONTACT THE CHURCH OFFICE FOR FEE SCHEDULE**