

FACILITY USE REQUEST FORM

Please return completed form to the church secretary in the church office at minimum of one month prior to the date of your requested reservation.

1. _____ Today's Date: _____
(Group or Individual requesting use)
2. Your Address: _____ Phone #: _____
3. Date(s) Requested: _____ If recurring: Start Date: _____ End Date: _____
4. Event Start Time: _____ End Time: _____
5. Event Set-up Time: _____
6. I have access to the building. I will need access to the building.
7. Facilities needed (please check all rooms you plan to use):
- | | |
|--|---|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> North Dining Room (carpeted) |
| <input type="checkbox"/> Library | <input type="checkbox"/> East Dining Room |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Basement Lounge |

Please explain activity to be held: _____

Estimated number of people involved: _____

We have available for your event: 4 - 6' tables (seats 6), 22 - 8' tables (seats 8), 10 - round tables (seats 8)
3 - Somewhat large decorative tables that could be used for such things as gifts

The person/organization requesting the use of Church facilities hereby absolves the church, its pastor, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

Signature of Responsible Party Date: _____

For office use only:

Received by: _____ Date: _____

Approved by: _____ Date: _____