

BUILDING USE REQUEST

Group Name _____

Event: _____

SCHEDULING DETAILS

SINGLE/ONE TIME EVENT

DATE: _____

Event Time Line (write in specific times in appropriate spaces)

<i>Set-up</i>	<i>Unlock Door</i>	<i>Event Starts</i>	<i>Event Ends</i>	<i>Door Locks</i>	<i>Clean-up Finished</i>
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REPEATING SCHEDULE
*Specific Day(s)/Week(s)
of the Month*

FIRST MEETING DATE: _____

LAST MEETING DATE: _____

Circle Day(s) of week

Mon Tue Wed Thurs Fri Sat Sun

Circle Week(s) of Month

1 2 3 4 5

Circle MONTH(s)

Sept Oct Nov Dec Jan Feb Mar Apr May June July Aug

Event Time Line (write in specific times in appropriate spaces)

<i>Set-up</i>	<i>Unlock Door</i>	<i>Event Starts</i>	<i>Event Ends</i>	<i>Door Locks</i>	<i>Clean-up Finished</i>
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GROUP SIZE: # ADULTS _____ # CHILDREN/TEENS _____ AGE Group: _____

ALL Groups are responsible for event setup (table/chairs), teardown (return room to former setup) and clean-up.

Will you need Audio/Sound (give details below) Video (give details below)

Food Services None Drinks with snack Catered meal On-site meal warmup/preparation

Kitchen Needs range/ovens cooking-baking sinks for clean-up refrigerator/freezer space

Non-church groups must supply their own cups, plates, bowls, napkins, condiments, eating and serving utensils.

Any group using church tablecloths and/or kitchen towels and cloths must launder and promptly return clean linens.

Other comments about your group or event: (attach page if necessary)

Group Contact/Leader (please print) _____

Phone # _____

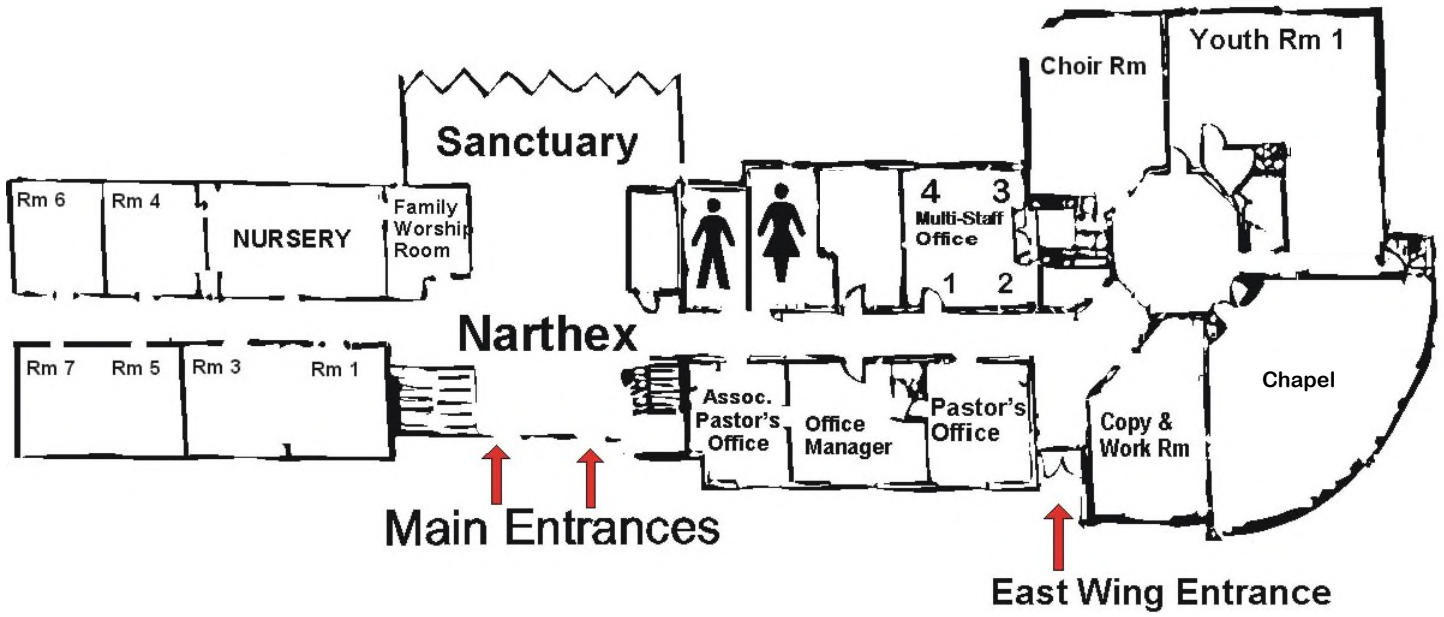
Cell # _____

Mailing Address _____

Email _____

Requested by
Signature _____

Date Submitted _____



MSPC Lower Level Floor Plan

