

# BUILDING USE REQUEST

**Group/Organization:** \_\_\_\_\_

**Event/Activity:** \_\_\_\_\_

**ONE TIME Event Request** DATE of Event: \_\_\_\_\_

<b>TIME LINE:</b>	SET-UP	START	END	CLEAN UP Done
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**RE-OCURRING EVENT/MEETING** [ Examples 3<sup>rd</sup> Monday; 2<sup>nd</sup> & 4<sup>th</sup> Tuesday; Every Wednesday ]

*Facility calendar year runs September through August of next year*

Week ea month \_\_\_\_\_ 1<sup>st</sup> Meeting Date: \_\_\_\_\_ Last Meeting Date: \_\_\_\_\_

*List Dates in this range which you are NOT meeting.*

Weekday \_\_\_\_\_

<b>TIME LINE:</b>	SET-UP	START	END	CLEAN UP Done
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**Max #'s Expected:**

\_\_\_\_\_ **TOTAL** — Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Age Range of Children \_\_\_\_\_

**Do you plan to serve refreshments?**  **No**

**Yes** \_\_\_ Drinks Only \_\_\_ Drinks & snack \_\_\_ Meal (give details below\*) \_\_\_ Kitchen Access (give details below\*)

**Equipment/Services Needed:** *Your group is responsible for set up for your event and returning room to original setup*

**Tables** # \_\_\_ Rectangle # \_\_\_ Round  **Chairs** # \_\_\_\_\_

**Audio/Sound** (give details below\*)  **Video** (give details below\*)  **Other** (give details below\*)

**\*Other comments/information about your group or event:** (attach page if necessary)

**Leader/Contact Name:** \_\_\_\_\_

**Daytime Phone #** \_\_\_\_\_

**Cell #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Select **SAVE AS** button to save completed for on your computer, then email form to [pcouch@madeirachurch.org](mailto:pcouch@madeirachurch.org) "RESET" button will erase all entries and give you a blank form.

**For Office Use:**