
BUILDING FACILITY USAGE

Date of Application: _____

STANDARD MEETING OR FUNCTION--APPLICATION FOR BUILDING USE Please use this form when requesting space for a standard Department meeting or function. Submit through your Staff Leader, at least 2 weeks in advance. Please be advised that you may be assigned an alternate space, at the discretion of Executive Administration.

Date of Meeting: _____ Day of Week: _____

Time of Meeting: _____ AM/PM to _____ AM/PM

If a range of dates is needed, enter beginning and ending dates in the spaces below:

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

CHECK AREA(S) TO BE UTILIZED (Available areas listed below)

___ Fellowship Hall

___ Kitchen (no cooking on property):

___ Sanctuary/Auditorium (no food/drinks)

___ Other (specify below)

___ Grounds only (please specify location: parking lot, etc.)

Specify Purpose of Meeting:

By submitting this application, I assume full responsibility for maintaining good condition of the facility. Name of Group Leader: _____

Contact number: _____

Department Name: _____

Special notes:

Approved: _____

Disapproved: _____

Staff Leader: _____

Date Approved: _____

Disapproved: _____

Executive Administrator:

Date: _____

Approve: _____

Disapproved _____ Facilities Manager Date: _____