

Request for Usage of Church Facility

Name of person requesting usage of church facility:

Phone number of person requesting usage of church facility:

Name of Event: _____

Date of Event: _____ Time of Event: _____

Church Sponsored: Private Sponsored:

Will you need the church facility prior to the date of the event for decorating/set up? Yes ____ No ____

If yes, list the dates and times you need the facility prior to the event: Dates: _____ Time: _____

Who is responsible for decorating/set up? _____

Who is responsible for clean up? _____

Which rooms in the church facility will you be using?

Pastoral Approval By: _____

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