



BUILDING USE FORM

Grace Community Church
Attn: Robin Verderame
11611 Belair Road
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OFFICE USE ONLY

Person opening _____
Person closing _____
Does he/she need a key? _____
Date Received _____
Approved _____
Not Approved _____
Fee _____

- Group/Ministry Team/Individual using the building: _____
- Name/Title of the event: _____
- Date(s) Requested: _____ Number of people involved _____

If This Is A Recurring Event:

We will meet the: First Second Third Fourth Last Every
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday
Of each: Week Month
Other: _____

- Times: Set up begins: _____ Event begins: _____ Clean-up ends: _____
- Heat / AC _____
- Area(s) to be used:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Pre-School Rooms _____	<input type="checkbox"/> Edwards Room
<input type="checkbox"/> Spurgeon Room	<input type="checkbox"/> Elementary Rooms _____	<input type="checkbox"/> Balcony
<input type="checkbox"/> Owen Room	<input type="checkbox"/> Upstairs Classrooms _____	<input type="checkbox"/> Other _____
- Person Responsible: _____ Phone _____
- Address _____
- E-mail Address _____ Fax _____
- Equipment Needed:

<input type="checkbox"/> Tables (72" x 30") _____ (#)	<input type="checkbox"/> Overhead	Sound/Microphone needs: _____
<input type="checkbox"/> Chairs _____ (#)	<input type="checkbox"/> Overhead Screen	Sound Person _____
<input type="checkbox"/> TV/VCR		
- Will you be serving food at your event? _____ Light Refreshments Full Meal
- Bulletin Announcement (attach text) Dates to appear: _____

Signature of Person Responsible: _____ Date : _____



Important, Please Read: Alcohol is not permitted in the church or on church grounds. Once we receive your completed form your request will either be approved or denied. We will notify you once this is determined. If your request is approved, we will send you a copy of this form along with information regarding your building care responsibilities for this event. These responsibilities may include, but are not limited to: leaving the building in the same condition as you found it, hiring a sound / lighting person to operate the sound / lighting equipment, keeping our office aware of any changes in your event, paying for any damage or false fire alarms as a result of your event, paying a building usage fee. If you have any questions please feel free to contact Robin at Robin@gracecommunity.org.