

REQUEST FORM FOR BUILDING USE

Rev. 2/5/2026

The purpose of this form is to prevent conflicts or overlaps in calendar dates and use of the Building. Please complete this form in its entirety and turn it in to the church office as early as possible. Calendar entries cannot be confirmed without this form. Thank you for your cooperation.

SUBMITTED DATE _____

MINISTRY GROUP OR MEMBER MAKING REQUEST _____

IF GROUP, CONTACT PERSON _____ DAYTIME PHONE _____

PURPOSE OF ACTIVITY _____

EVENT DATE (Day of Wk) _____ (Mo/Day/Yr) _____ / _____ / _____ TIME OF ACTIVITY _____ AM _____ PM to _____ AM _____ PM

DEPARTURE TIME (after clean-up) _____ AM _____ PM

If applicable:
SET UP DATE _____ ARRIVAL TIME (for set-up) _____ AM _____ PM DEPARTURE TIME _____ AM _____ PM

LOCATION IN BUILDING REQUESTED FOR USE:

☐ FELLOWSHIP AREA

☐ LARGE KITCHEN—ITEMS NEEDED: ☐ ICE ☐ WARMERS ☐ REFRIGERATOR ☐ OVEN ☐ *FREEZER

For Liability reasons, NO ONE UNDER THE AGE OF 18 IS ALLOWED IN THE LARGE KITCHEN.

NOTE: If convection oven is needed, please ask for instructions before use. *Freezer is locked—Need to request Key.
(Paper Products will be provided for Church-Wide Activities—Request Additional Form)

☐ ACTIVITY AREA / GYM ☐ Check if Partition Needs to be Opened.

No Food, No Drinks allowed unless approved. **NO INFLATABLES** (Exception: see guidelines)

Do not leave any items in this area (i.e., balls, volleyball net, tables, chairs, personal items)

☐ OUTSIDE AREA—PAVILION

☐ FIRESIDE ROOM—See Separate Form

☐ MAIN AUDITORIUM—See additional Form for Weddings.

☐ ROOM 408—OVERFLOW ROOM

☐ _____

1. _____ WILL BE RESPONSIBLE FOR CLEANING OF AREA
WILL RETURN AREA SET-UP AS FOUND.

2. _____ REMOVE ALL TRASH/GARBAGE TO DUMPSTER,
PLACE NEW LINERS IN GARBAGE CANS.

3. _____ REMOVE ANY AND ALL FOOD ITEMS, ETC.
FROM FACILITY.

PLEASE NOTE! KEY CARD to enter an outside door can be checked out in the office.
When the door is opened with Key Card or FOB, it will NOT remain
unlocked. (It automatically locks back in a few seconds)

Please state designated door and time to be programmed to open and close for the event.

NOTE: You must remain in the building while the doors are unlocked

For security reasons, we ask that you do not leave door propped open.

SIGNED _____
(I understand guidelines and will be present and accountable for event and facility.)

☐ Approved

Signature of Approval Needed for Events not Church related or not Family
Member Events as specified in Guidelines.

Outside Door(s) to Open &
close for **Event Date:**

____ Fellowship Area/
Benevolence Hall
____ Fireside Room Hall
____ Hall Near Overflow Rm.
____ Main Foyer

Time to Open _____ AM _____ PM

Time to Close _____ AM _____ PM

NOTE: If Large Kitchen is
needed, the side door in the
Hall will be opened.

Outside Door(s) to Open &
close for **Set-up if needed:**

Time to Open _____ AM _____ PM

Time to Close _____ AM _____ PM

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