



memorial
BAPTIST CHURCH

Building Use Form

***pending room availability and staff approval**

****all requests must be submitted at least 30 days prior to event**

Person Requesting Room: _____ Date Form Completed: _____

Email: _____ Phone: _____

Organization: _____

Purpose of the Meeting: _____

Is childcare needed: yes or no

Room(s) requested: _____ Day and Date Requested: _____, _____ / _____ / _____

Event Time: ____:____ - ____:____ AM/ PM & Prep/Clean up Time: ____:____ - ____:____ and ____:____ - ____:____

Indicate any additional arrangements or equipment required for this meeting: _____

Do you need the use of the stage in the sanctuary/gym? _____ If yes: **As is** or **Cleared off** (please circle one)

Diagram drawing of room(s) set-up request:

I have read, understood and agree with the Building Use Policies: _____

[Staff Only]

Approved by: _____ Date: _____