

The Orchard Bible Fellowship
BUILDING USE REQUEST FORM

A Building Use Form must be completed and the appropriate fees paid at least two weeks prior to your scheduled activity. This form is used to make certain we provide you with good service for your planned activity. ***No smoking or alcoholic beverages permitted on church property***

A. Name: _____

Address: _____

Phone: _____

B. Requested Date and Time for proposed activity:

Date: _____

Time: _____

(Beginning & Ending Times)

C. Nature of Use:

_____ Wedding Anniversary

_____ Family Reunion

_____ Meeting (Explain): _____

_____ Other (Explain): _____

D. Number of People Expected: _____

E. Facility Requested:

_____ Sanctuary _____ C.E. Building / Room(s) _____

_____ Fellowship Hall _____ Other, Describe: _____

F. Fees:	<u>Regular Attender</u>	<u>Non Attender</u>
Sanctuary	_____	_____
Fellowship Hall	_____	_____
C.E. Building	_____	_____
Other	_____	_____
 Total Fees	 _____	 _____

F. Set-Up Requirements -- Please attach diagrams if applicable

Use Approved by (if required) _____
Elder Board

NOTE: No tape may be used to advertise events on our signage