

5 Points Church
Building Use Request Form

Today's Date: _____

Group/Person Requesting Use: _____

Contract Information: Phone# _____ Email: _____

This request is for what type of event/ministry:

Single use Event: Date: _____ Time: _____

Type of Event: _____

Do you need additional days to prepare/clean-up for this event/Ministry? Yes ____ No ____

If yes indicate: Date: _____ Time: _____

Recurring Event: Describe the day of the month, *e.g.* "the first Thursday of each month." "Every Tuesday."

Day(s): _____ Time: _____

Starting Date: _____ Ending Date: _____

Type of Event: _____

Event Details Here:

• No. of people attending _____ Adults _____ Children

• Do you require a key? Yes No **Must also complete and sign Key contract/request Form.**

• Will you need a piano/keyboard player? Yes No

- Will you need to use the audio/visual equipment? Yes No (Usually needs a trained tech)

If Yes... what Audio/visual equipment is needed: (Projector, sound board, computer, TV Cart)

Other Supplies or Equipment requesting:

Rooms/areas requested (Circle)

Sanctuary	Café' area	Youth room
Kids room	Nursery	Room 1 (Basement)
Room 2 (Basement)	Kitchen	

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. By signing this you are stating that you have read the church building use policy and the group or individual using the facility is responsible for set up, clean up, and returning facility to normal set up. You are also agreeing to any fees that are associated to using the building for your event. (See Church building use policy)

_____ Date: _____

Signature of Responsible Party

*****For office use only*****

Staffing needed for event: Event Host Security person Tech Keyboard/Piano player

Category of Event: _____ Fees required: _____

Approved by: _____ Date: _____